

Know Your Act

Qld Public Records Act 2023

Understanding the Act

The Queensland [Public Records Act 2023](#) (PR Act) provides the legislative framework for how Queensland Government public authorities¹ must make, keep, manage, and provide access to public records. The modernised PR Act supports digital records management, strengthens accountability, and helps protect records of enduring value to Queensland.



Who and what is covered?

The PR Act applies to all public authorities, including Queensland Government departments, local governments, government-owned corporations and statutory bodies such as public hospital and health services, universities and water boards.

The PR Act is designed to meet the challenges of our digital age, so that public records - whether physical or digital - are properly managed, protected and accessible.

What were the key drivers for the new Act?

The new legislation was shaped by several important factors that reflect changes in technology, public expectations, and the need for improved records management practices:

Technological change

Advances in digital technology have transformed how public records are made, kept, stored, preserved and accessed. The new Act ensures that records management practices keep pace with these changes.

1

Accountability

Public trust is essential. The Act introduces clear standards and oversight mechanisms to ensure responsible and transparent management of records.

2

Consistency

By aligning with contemporary practices, the Act brings consistency to records management across all public authorities.

3

The Purpose of the Act

- 1 Provide clear records management requirements and expectations for public authorities and the community
- 2 Recognise public records as a valuable government asset and help to protect records with long-term or permanent value
- 3 Consider First Nations perspectives for managing and accessing records
- 4 Support modern digital government services and practises

¹ Public Authority as defined under *Public Records Act 2023* s.8

Who is responsible?

Under the PR Act, everyone has a role to play:

- public sector employees and Ministers must make, keep and protect accurate public records
- records and information management officers/managers provide guidance and expertise
- chief executives are ultimately responsible for records management and must ensure their public authority complies with requirements in the PR Act.

Clear accountability across all levels helps enable records to be managed effectively.

Public sector employees and Ministers

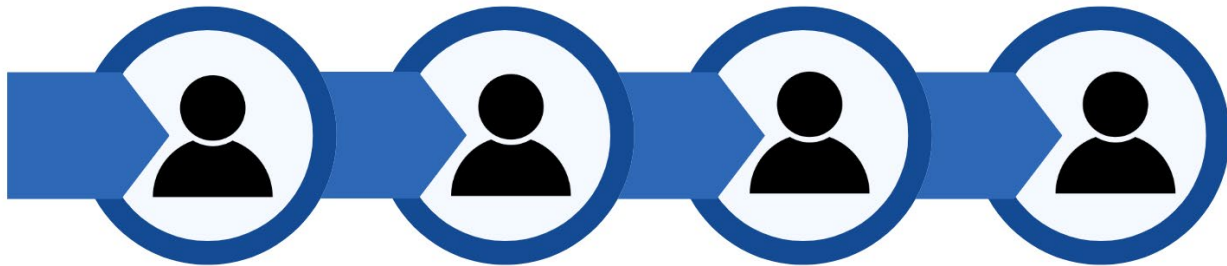
Public sector employees and Ministers must make, keep and protect public records. Records must accurately show actions taken or decisions made and why.

Chief executives

Chief executives must ensure their public authority complies with records management requirements in the PR Act.

Records officers/managers

Records officers/managers help employees to understand what they need to do (e.g. how to make a record and where to store it) and manage other aspects of records (e.g. lawful disposal).



Outsourcing

The chief executive of a public authority remains responsible for ensuring contractors, consultants, volunteers and others engaged by a public authority to deliver a function meet records management requirements (e.g. by including requirements in agreements and training).

Role of the Queensland State Archivist

The State Archivist's role is to:

- manage and preserve the permanent value public records of Queensland public authorities
- provide community access to the significant archival collection in physical and digital form
- be the lead authority for records management policy and regulation
- monitor and report on records management compliance.

The State Archivist's powers include issuing mandatory standards, policies, and guidelines for public authorities, authorising the disposal of public records, investigating complaints about records management and taking action to protect public records in certain circumstances.

For More Information

For guidance on records management under the PR Act, visit [Queensland State Archives | Records Management](#). For specific queries, please contact us at rkqueries@archives.qld.gov.au or phone us on (07) 3037 6630.