

APPRAISAL LOG

Source Records Retention and Disposal Schedule

Date: 03 June 2026

Title	Scope Note
SOURCE RECORDS	<i>This Schedule authorises the disposal of source records that have either been successfully converted from one format to another or migrated from one system to another.</i>

SOURCE RECORDS THAT HAVE BEEN CONVERTED

Authorises the destruction of source records that have been converted to a new format.

See relevant guidance for converting public records to new formats e.g. digitisation and file format migration.

Both DA 2940 and DA 2941 exclude the following:

- Records that have not been successfully converted in accordance with the conditions outlined in these disposal authorisations*
- Records that have already been transferred to the Queensland State Archives collection and are on loan to the public authority*
- Records that are subject to a protection notice or other legislative obligations that require the retention of the source record*
- Records that contain unique properties, evidence or information in their original format that cannot be reproduced in another format*
- Records that are considered to have intrinsic value in their original format which would be lost if the records were converted to another format*
- Records that are, in their original format, of significance to the identity of First Nations peoples and communities*
- Records created **before** 1 January 1980 with a **permanent** retention period in a current disposal authorisation.*

Note: if a public authority wants to digitise or convert a permanent record created before 1 January 1980 and destroy the source record, authorisation must first be obtained from the Queensland State Archivist.

Disposal Authorisation	Justification
Disposal authorisation number: 2940 Temporary source records	Date authorised: 03 JUNE 2026 Why these records are created:

Disposal Authorisation	Justification
This disposal authorisation covers source records with a temporary retention period in a current disposal authorisation that have been converted to a new format. To use this disposal authorisation, the following conditions <u>must</u> be met: • The source record does not fall under any one of the excluded records categories • The source record has a temporary retention status under a current disposal authorisation issued by the Queensland State Archivist • Your public authority has developed, documented and implemented defensible process for conversion activities, including the appropriate quality assurance checks, which has been approved by your public authority's chief executive or their authorised delegate with disposal responsibilities • All disposal is approved by your public authority's chief executive or their authorised delegate with disposal responsibilities • The converted record must be an accurate, legible and authentic reproduction of the source record in its entirety • The converted record must be managed and maintained in accordance with any standards made and issued by the Queensland State Archivist under section 46(1)(a) of the <i>Public Records Act 2023</i>. Disposal action –	Source records are public records (physical or digital) that have been converted from one format to another. The source records are those that remain following the successful conversion activity. Converting a record to a new format via methods such as digitisation has been a long-standing practice employed by both State and Local Government in Queensland to: • enable more efficient and up-to-date records management processes • establish consistency in terms of storage • ensure discoverability and access • protect public records when their original formats are at serious risk of deterioration or loss. Successful conversion results in two versions of the same record. The purpose of this disposal authorisation is to authorise the disposal of source records after conversion to a new format, provided that the conversion process has been conducted in a way that meets all conditions outlined in the disposal authorisation. This allows for the converted record to be retained and used as the official public record. This disposal authorisation only covers source records with a <u>temporary</u> minimum retention period under a disposal authorisation issued by the Queensland State Archivist. Disposal of temporary value source records is already practiced by Queensland public authorities. Why this disposal action was selected: The chosen disposal action is intended to reduce the duplication of public records, especially if the newly converted copy is intended to be managed and maintained as the official record. However, this disposal authorisation imposes several conditions on public authorities that must be met before any source record is disposed. These conditions are in place to ensure that the converted record meets accessibility and authenticity criteria and prevents the destruction of significant records that are ineligible for disposal or have not been successfully converted. Comparison with other schedules: For a full list of retention and disposal schedules from other jurisdictions that were consulted, please refer to Appendix A.

Disposal Authorisation	Justification
Destroy the source record after conversion or digitisation once all conditions outlined in this disposal authorisation have been met.	Previous schedule references: <i>General retention and disposal schedule (GRDS): Disposal Authorisation 2074 Physical Source records</i> Other comments/factors for consideration: Research on other interstate and overseas jurisdictions' retention and disposal policies for source records was also conducted to determine the appropriate disposal activity for source records that are of temporary value.
Disposal authorisation number: 2941 <i>Permanent source records created on or after 1 January 1980</i> This disposal authorisation covers source records created on or after 1 January 1980, with a permanent retention period in a current disposal authorisation, that have been converted to a new format. To use this disposal authorisation, the following conditions <u>must</u> be met: • The source record does not fall under any of the excluded records categories • The source record has a permanent retention status under a current disposal authorisation issued by the Queensland State Archivist • Your public authority has developed, documented and implemented a defensible process for conversion activities, including the	Date authorised: 03 JUNE 2026 Why these records are created: Source records are public records (physical or digital) that have been successfully and accurately converted from one format to another. Converting a record to a new format via methods such as digitisation has been a long-standing practice employed by both State and Local Government in Queensland to enable more efficient and up-to-date records management processes, to establish consistency in terms of storage, discoverability and access, or to protect public records when their original formats are at serious risk of deterioration or loss. When done correctly, the conversion process results in two versions of the same record. The purpose of this disposal authorisation is to authorise the disposal of source records after conversion to a new format, provided that the conversion process has been conducted in a way that meets all conditions outlined in the disposal authorisation. This allows for the converted record to be retained and used as the official public record and reduces unnecessary proliferation of duplicate records across formats. This disposal authorisation <u>only</u> covers source records that were created <u>on</u> or <u>after</u> 1 January 1980 with a <u>permanent</u> retention period under a disposal authorisation issued by the Queensland State Archivist. This date was chosen after researching or consulting other

Disposal Authorisation	Justification
appropriate quality assurance checks, which has been approved by your public authority's chief executive or their authorised delegate with disposal responsibilities • All disposal is approved by your public authority's chief executive or their authorised delegate with disposal responsibilities • The converted record must be an accurate, legible and authentic reproduction of the source record in its entirety • The converted record must be managed and maintained in accordance with any standards made and issued by the Queensland State Archivist under section 46(1)(a) of the <i>Public Records Act 2023</i>. Disposal action – Destroy the source record after conversion or digitisation once all conditions outlined in this disposal authorisation have been met.	interstate and overseas jurisdictions' retention and disposal policies for source records (see comparison with other schedules below). All of these jurisdictions permitted the disposal of source records with permanent retention status, albeit with different cut-off dates ranging from as early as 1946 to as recent as 2005. Queensland State Archives opted to align its disposal coverage for source records with those published by National Archives of Australia (NAA) and State Records New South Wales (NSW) – both include permanent records created after January 1980. The research highlighted that many records that have been managed physically post-1980 were either born-digital in origin (e.g. electronic documents that were printed and managed as a physical file) or made on physical material that lend themselves well to accurate digitisation and carry little intrinsic value (e.g. documents produced via word processors or typewriters). For digital records, changes in software and hardware over time have necessitated conversion of files to more stable formats for either access or preservation purposes. Why this disposal action was selected: The chosen disposal action is intended to reduce the duplication of public records, especially if the newly converted copy is intended to be managed and maintained as the official record. However, this disposal authorisation imposes several conditions on public authorities that must be met before any source record is disposed. These conditions are in place to ensure that the converted record meets accessibility and authenticity criteria and prevents the destruction of significant records that are ineligible for disposal or have not been successfully converted. Comparison with other schedules: For a full list of retention and disposal schedules from other jurisdictions that were consulted, please refer to Appendix A. Other comments/factors for consideration: The disposal authorisation deliberately excludes the disposal of permanent source records created before 1 January 1980 to prevent the destruction of public records that hold intrinsic value in their original formats. It was determined by Queensland State Archives that the

Disposal Authorisation	Justification
	original format of permanent records pre-dating 1980 is often linked to the overall value and significance of those records. Many of these records are also considered to be more difficult to accurately convert to a new format due to the fragility and complexity of the material used to make them. However, if there are specific circumstances where a permanent source record created before 1 January 1980 needs to be destroyed after successful digitisation or conversion, the public authority must first seek authorisation from the Queensland State Archivist.

SOURCE RECORDS THAT HAVE BEEN MIGRATED TO ANOTHER SYSTEM

Authorises the destruction of digital source records that have been:

- 1) subject to migration processes and replaced by digital records that have been checked and verified by an appropriate delegate using quality assurance procedures, or*
- 2) transferred to the QSA Digital Archive as part of a digital transfer and have been checked and verified by Queensland State Archives.*

See relevant guidance for migrating public records to another system or another public authority.

Disposal Authorisation	Justification
Disposal authorisation number: 2942 <i>Digital source records post migration</i> This disposal authorisation covers digital source records that have been migrated to another system. It includes the migration of records across systems both within a particular public authority and from one	Date authorised: 03 JUNE 2026 Why these records are created: When public records are migrated from one system or platform to another, two copies of the same record are created: the source record in the original system and the new version that has been successfully migrated across. Successful migration results in the exact reproduction of the original record with no data loss or alterations.

Disposal Authorisation	Justification
public authority to another (e.g. as part of a Machinery of Government process). To use this disposal authorisation post migration, the following conditions <u>must</u> be met: • Your public authority has developed, documented and implemented a defensible process for migration activities, including the appropriate quality assurance checks, which has been approved by your public authority's chief executive or their authorised delegate with disposal responsibilities • All disposal is approved by your public authority's chief executive or their authorised delegate with disposal responsibilities • A verified migrated version of the record is maintained in the new system and retained for the minimum retention period approved in a current disposal authorisation issued by the Queensland State Archivist • In the case of migrating records to another public authority, the receiving public authority has provided written verification that the migrated version of the record has been transferred correctly.	The purpose of this disposal authorisation is to authorise the disposal of source records in the original system provided that all migration activities are complete, and the public authority has verified that the migrated version meets all quality assurance checks. This disposal authorisation replaces the existing disposal coverage for source records after they have been transferred from one hardware/software configuration to another under the <i>General retention and disposal schedule for digital source records</i> (QDAN678 v.1). Why this disposal action was selected: Migration of public records between systems is a complex and multi-step process. When working with high value and high-risk records, it is particularly important that quality assurance procedures are carried out to ensure that migrated versions of these records have not been compromised in any way. Queensland State Archives consulted with public authorities that have carried out migration and decommissioning projects, to better understand the pressures and constraints involved in conducting robust quality assurance on the migrated records and metadata. Insufficient time allotted to these post migration activities by the business was identified as a major issue. Queensland State Archives has developed technical guidance which will provide recommended minimum retention period for source records post-migration. This is to allow for proper quality assurance checks and ensure that migrated records can be relied on as the official records going forward. This recommended timeframe aligns with industry best practice, whilst also supporting routine and timely disposal of residual source records to reduce duplication. Other comments/factors for consideration: This disposal authorisation does not cover records where copies are either made as part of normal business activities (e.g. duplicates of the same document) or routinely migrated to a current business system (e.g. the transfer of an email to an Electronic Document and Records Management System (EDRMS)). The disposal of such records is covered by Disposal Authorisation 1271 <i>Copies</i> in the General retention and disposal schedule (GRDS).

Disposal Authorisation	Justification
<i>Note: the receiving public authority is then responsible for maintaining the migrated record for the minimum retention period approved in a current disposal authorisation issued by the Queensland State Archivist.</i> Disposal action – Retain digital source records until all conditions in this disposal authorisation have been met.	Previous schedule references: QDAN678 v.1 – General retention and disposal schedule for digital source records
Disposal authorisation number: 2943 Source records post digital transfer to Queensland State Archives This disposal authorisation covers digital source records where a copy has been formally transferred to the Digital Archive and will serve as the authoritative version. To use this disposal authorisation after a digital transfer to Queensland State Archives, the following conditions <u>must</u> be met: The digital record has been transferred to Queensland State Archives via an approved transfer method	Date authorised: 03 JUNE 2026 Why these records are created: When digital public records are transferred to Queensland State Archives (QSA), a copy of the record is provided to QSA via an agreed method of transfer. When this digital copy is ingested into the QSA Digital Archive and passes all integrity and preservation checks, the record is accessible to the public authority via the ArchivesGateway portal, removing the need to retain the copy that remains within the public authority's system. The purpose of this disposal authorisation is to authorise the disposal of the digital source record held by the public authority after a copy has been successfully transferred to QSA and all quality assurance checks have been verified by QSA staff. Why this disposal action was selected: Queensland public authorities can transfer their digital public records of permanent value to QSA for long-term preservation. Once a digital record is successfully ingested in the Digital Archive, it is important that the version held by QSA is the only copy of this public record so that a single source of truth is maintained across Queensland Government. This reduces duplication of the same information and

Disposal Authorisation	Justification
- Queensland State Archives have verified that the transferred version of the digital record has been successfully ingested into the Digital Archive - The transfer is recorded by your public authority and this transfer documentation, and any relevant metadata, is retained in accordance with Disposal Authorisation 1281 in the <i>General retention and disposal schedule</i> (GRDS). Disposal action – Destroy digital source records once all quality assurance has been verified by Queensland State Archives.	mitigates the risk of changes being made to the source record that could undermine the validity of the copy held at QSA. Other comments/factors for consideration: If there is a requirement for a public authority to retain a copy of a public record that has been transferred, they can contact QSA to discuss this arrangement. This will be for access/reference purposes only.

Appendix A: Source records disposal coverage in other jurisdictions

GRA31 - General Records Authority: destruction of source or original records after digitisation, conversion or migration – National Archives of Australia (NAA)

- Source records of temporary or permanent value created after 1 January 1980 can be destroyed following digitisation or conversion
- Source records of temporary value created before 1 January 1980 can be destroyed following digitisation or conversion
- Source records of permanent value created before 1 January 1980 may only be destroyed with specific approval from NAA.

GA45 - General retention and disposal authority: original or source records that have been copied – State Records NSW

- All source records created after 1 January 1980 can be destroyed following digitisation or conversion
- Any source records created before 1 January 1980 and are required as State archives or required to be retained in agency cannot be destroyed after digitisation or conversion.

PROS 19/07 - Retention and disposal authority for converted or digitised records – Public Records Office Victoria (PROV)

- Source records of temporary or permanent value created after 1 January 2000 can be destroyed following digitisation or conversion
- Source records of temporary value created before 1 January 2000 can be destroyed following digitisation or conversion
- For source records of permanent value created before 1 January 2000, public authorities must first obtain specific authorisation from PROV before disposal is enacted.

General Disposal Authority for Source Records (RD 2016002) – State Records Office of WA

- Source records of routine administrative / transitory nature can be destroyed once accuracy and integrity of the digital reproduction has been verified.
- All other source records must be retained for a minimum of 6 months before they may be destroyed to ensure all quality control and assurance checks are successfully completed.
- Source records of permanent value created before 1 January 2000 cannot be destroyed after digitisation or conversion.

GDS21 - General Disposal Schedule: For disposal of hardcopy source records after digitisation – State Records of South Australia

- Source records of temporary or permanent value created after 1 January 2005 can be destroyed following digitisation or conversion
- Source records of temporary value created on or before 31 December 2004 can be destroyed following digitisation or conversion
- Source records of permanent value created before 1 January 2005 cannot be destroyed following digitisation or conversion

DA2159 - Disposal Authorisation for Source Records – Tasmanian Archives and Heritage Office (TAHO)

- Temporary value source records can be destroyed after all quality checks for the digitised versions are done.
- Permanent value source records can be destroyed ONLY after approval has been given by the State Archivist (via an *Application to Dispose of Source Records*).

Authority to retain public records in electronic form only – Archives New Zealand

- Under the Public Records Act 2005, public offices and local authorities must not dispose of “public records” and “local authority protected records” without authorisation from the Chief Archivist. However, where the conditions of section 229 of the Contracts and Commercial Law Act 2017 are met, a public office or local authority can keep an electronic form of a record and destroy the source record without seeking the specific authorisation of the Chief Archivist.
- The following categories of public records are excluded from the general approval to retain records in electronic form:
 - unique or rare information of national, cultural or historical significance
 - unique or rare information of cultural value to Māori (land and people) and their identity
 - unique or rare information created prior to 1 January 1946.