

# How will Mandatory Standards for records management impact local governments?

In an environment of increasingly frequent cyber security attacks and concern about the protection of personal and sensitive information, good records management safeguards against risk, promotes transparency in decision-making and supports services provided to communities.

Queensland State Archives is developing Mandatory Standards to implement the *Public Records Act 2023* (the Act), which commenced on 5 December 2024. The draft Mandatory Standards will introduce clear, practical requirements for records management that will help public authorities improve how they manage their records to meet emerging risks.

## Will Mandatory Standards apply to local government?

Yes, these Mandatory Standards will apply to all public authorities in Queensland, including local government councils.

Local government councillors, including mayors, are not public authorities but do have obligations as individuals. Councillors also create and deal with records. If those records relate to administration of council business, they are public records. Councils should have policies and processes in place to capture councillor public records (as with all records).

## What do these Standards mean for local government?

Local governments are already required to:

- ensure their public records are made, kept and managed in accordance with the Act, and
- consider and take into account the [Records Governance Policy](#) in making or managing a public record.

The draft Mandatory Standards align with and will replace the [Records Governance Policy](#).

## What will change?

The proposed new requirements that will impact local governments include:

- managing records digitally – moving to digital records management so that records created digitally are also managed and kept digitally, whenever practicable
- improving description of records to make them easier to find, access, and use

- the ability to digitise important paper records and dispose of the original paper copies after digitisation
- assessing the risk of keeping records five years past retention and reporting this internally.

## Where can I find the draft Mandatory Standards?

You can view the full draft Mandatory Standards and supporting information on the ForGov [Mandatory Standards](#) webpage.

## When will the changes start?

Mandatory Standards are anticipated to commence in or after late 2026.

## What support will be provided?

QSA is developing online training, a records management maturity assessment tool and other materials to support implementation of the Standards. Guidance including the [Council records: Advice for mayors, councillors, CEOs and government employees](#) and [Recordkeeping examples for mayors and councillors](#) will also be updated.

## Who was consulted in local government?

QSA consulted on the five new requirements with Chief Executives, and on the draft Mandatory Standards with records and information management officers.

## Questions?

If you have any questions about the draft Mandatory Standards, please email the [Office of the State Archivist](#).