

PRIME CoP Network

3 June 2026

PRIME Agenda

1. Welcome / Acknowledgement of Country
2. Public Authority Toolkit
3. Metadata Essentials Workshop
 - Metadata and Digital transfers
4. Updates
 - Source Records Disposal
 - Mandatory Standards
 - Lost and damaged records process





We acknowledge Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of Queensland and pay our respects to Elders past and present.

Using AHA today

Reminder

Please do not include any words in your answers that may identify you or your public authority

Using AHA

- **Step 1:** Open your smartphone's camera app
- **Step 2:** Point the camera at the QR code.
- **Step 3:** Wait a few seconds for your smartphone's system to recognize the QR code
- **Step 4:** Tap on notification to access Aha slides.
- **OR**
- **Step 1:** Copy the weblink to the left of your screen and paste it to your browser.



AHA Question - Icebreaker

If you were a kitchen utensil, what would you be?

Answers to select:

- A whisk (always stirring things up)
- A spatula (flexible and adaptable)
- A knife (sharp and to the point)
- A colander (great at letting things go)

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The Public Authority Toolkit

Delivered by Amanda Fergus, Business Analyst, PAGR

Public authority toolkit: record management foundations

1. Helping public sector employees increase their records management skills



Online (ForGov)



Aligned to *Public Records Act 2023*



Updated and reviewed

2. Shareable resources outlining key concepts and responsibilities



Getting started with records management



Making, keeping and disposing of public records



Managing digital records

Public authority toolkit – what's in it?

New tools and resources released and updated



Getting started with records management

- Get know your Act ([video](#))
- Get to know your Act ([factsheet](#))
- Mandatory Standards (draft)



Making, keeping and disposing of public records

- Records you need to keep ([factsheet](#))
- Records Ministerial Offices need to keep ([factsheet](#))



Managing digital public records

- Digital by default ([blog post](#))
- Managing public records when decommissioning business systems ([methodology](#))
- Migration quality assurance ([checklist](#))
- Decommissioning business systems (factsheet)

About to be released

- What are public records? (factsheet)
- Disposal (factsheet)
- Digital Recordkeeping (factsheet)

Public authority toolkit – Get to know your Act (video)

Louise Howard, State Archivist at Queensland State Archives discusses what's new in the *Public Records Act 2023* and how it affects public authorities.



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Metadata Workshop

Explore metadata concepts

Delivered by Jonathan Knox, Digital Archive Team

Learning outcomes

- Define foundational concepts of metadata
- Identify the role metadata plays in ensuring authenticity, meaning and context are associated with the public records
- What is metadata?
- How is it created
- Types of metadata

What is metadata?

Structured or semi-structured descriptive information about a record that enables the management, use and preservation of records through time. It provides context such as creator, date, activity, and relationships.



Image:
digitalbevaring.d
v

Metadata is everywhere! We all use it every day

Metadata is used to describe something and enables actions. For example: what if a can in your cupboard lost its label?

What would you need to know to be able to use it?

That's metadata!

1. What is it? A descriptive title
2. Maybe a brand
3. Ingredients
4. Nutrition information
5. Best before or use by date
6. Quality ranking

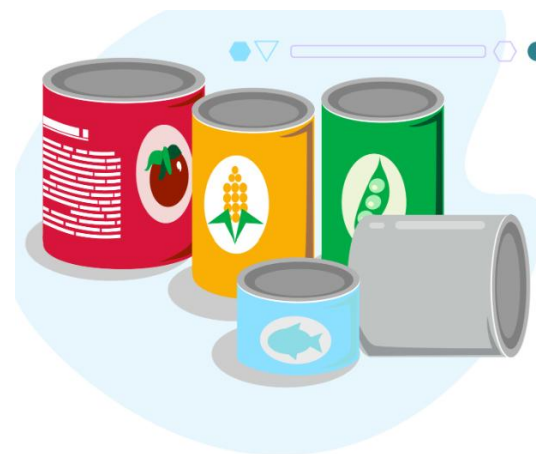
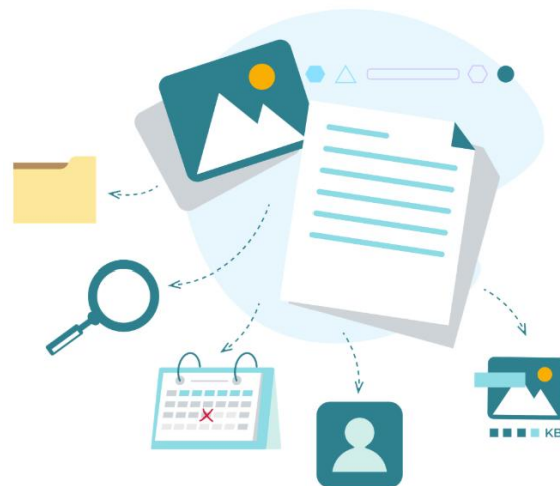


Image:
digitalbevaring.d
v

Metadata about public records tell us:

- Who created the records
- When it was created
- If the record has been changed at any time
- In context with other records – why it was created!



Why is metadata important?



Image: jcomp via [Freepik](#)

Why is metadata important?

UNDERSTAND

TRUST

MANAGE

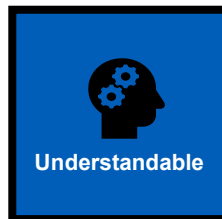


FIND

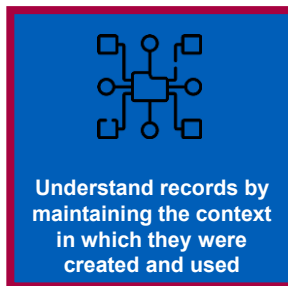
AUTHENTICATE

USE

Importance of metadata for public records



Metadata also helps us manage records in the collection:



Metadata is part of the public record!

RECORDS



METADATA



- Metadata can be stored separately to record, such as in an EDRMS, or SharePoint
- If the metadata is stored separately; it and the records must remain persistently linked

What is 'good' metadata?

'Good' metadata is properly managed metadata, which...

Helps us easily find and access the public record we need

Lets us share what we know with other

Enables us to locate public records that have been moved

Helps us discover public records relevant to our work

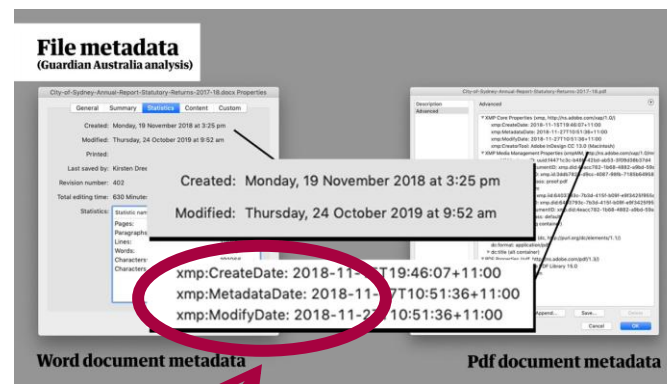
Documents all of the actions undertaken against a public record

Maintains links to related public records or sets of public records

Case study – City of Sydney travel spending claim

In 2019 the Federal Energy Minister claimed that the City of Sydney had spent \$15 million on travel in 2017-18 based on the annual report they had downloaded from the council's website.

The Guardian and City of Sydney used metadata to disprove this claim showing that the 2017-2018 annual report on the council's website (which has travel expenditure at only \$229,000) had not been altered since it was uploaded in November 2018, suggesting that the Ministers copy had been doctored!

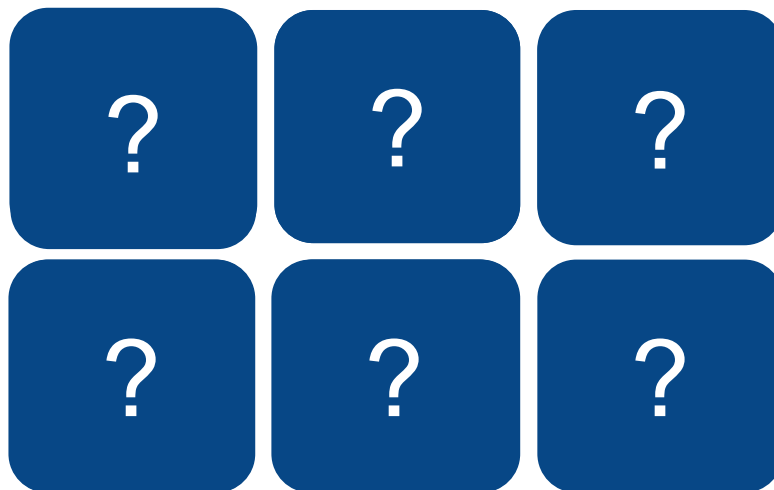


Created: 15/11/2018

Last modified: 27/11/2018

Recommended minimum metadata fields

What minimum metadata do we need?...



Recommended minimum metadata fields

What minimum metadata do we need?...



Where does metadata come from?



Image: jcomp via
[Freepik](#)

Where does metadata come from?

Metadata can:

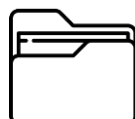
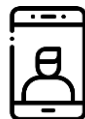
- be captured automatically
- be inherited
- added manually



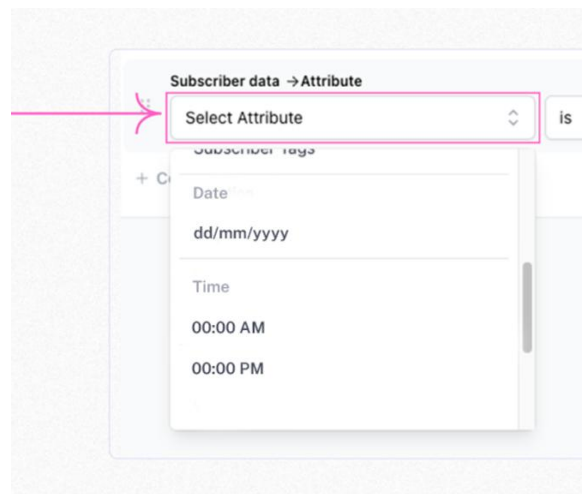
How is metadata created

Manually

- Add a new contact into your phone
- Save a Word document (title)
- Create a new file in the EDRMs (related records, file title)



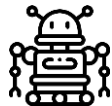
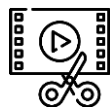
The importance of naming conventions




How is metadata created

Automated

- Save a new file into the EDRMs
- Alter a record in any way
- Use tools to extract metadata embedded into a record object (digital preservation)



Properties ▾

Size	1.34MB
Slides	23
Hidden slides	0
Words	1546
Notes	13
Title	Add a title
Tags	Add a tag
Comments	Add comments
Multimedia clips	0
Presentation format	Widescreen
Template	
Status	Add text
Categories	Add a category
Subject	Specify the subject
Hyperlink Base	Add text
Company	Specify the company
Image Tags	Enter a choice 

Related Dates

Last Modified	Today, 10:46 AM
Created	11/04/2025 1:37 PM
Last Printed	30/04/2025 11:32 AM

Related People

Manager Specify the manager

Author Add an author

Last Modified By

Modified by Add a name

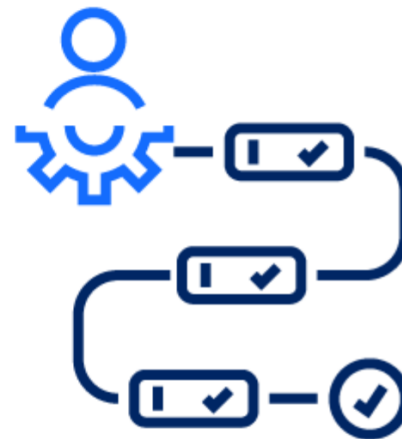
Related Documents

 Open File Location

How is metadata created

Inherited

- From aggregations
- SharePoint document libraries
- workflows



Structured vs semi-structured metadata

Structured metadata on ArchivesSearch

Register of Drawings of Poisonous Plants of Queensland

Item

Request to view in Reading Room

View Digital Copy

Request Digital Copy

Log in to access your cart

ID	START DATE	END DATE
ITM2048633	01/01/1939 (approximate)	31/12/1942 (approximate)

Log in to access your cart

Access Status Summary

Open

Previous System Identifiers

A1 Item ID 2048633

Subjects

[Drawings](#), [Brisbane City](#), [Queensland](#)

Copyright Status

Copyright State of Queensland

Item details

Description

Register includes poisonous shell molluscs as well as plants

Citation

Queensland State Archives, Item ID ITM2048633

Physical representations

Semi-structured metadata on facebook


Queensland State Archives · 11 May at 16:30 · 🌱🌿

Discover Queensland State Archive's "Little Album of Horrors"! 🌱🌿

At first glance, they're stunning works of art - vivid watercolours of delicate flowers and marine life. But look closer, and you'll uncover a fascinating (and dangerous!) side to Queensland's natural beauty.

Dive into the story of Estelle Thomson, a talented artist and naturalist whose intricate illustrations of poisonous plants and marine molluscs were once used to educate medical students. Her Register of Drawings of Poisonous Plants of Queensland is a rare gem that blends art, science, and history in a way that's as captivating as it is educational.

📖 Read the full blog post and explore this unique collection at QSA: <https://bit.ly/4fePv9b> See less



🔔 Boost this post to get more reach for Queensland State Archives. [Boost post](#)

👍 25 🗨️ 2 ➦ 1

Types of metadata

Descriptive

Help us find & identify records through data elements such as Title, Creator, Date/s

Administrative

Who is responsible for the record, tracking different versions, how were changed handled. Who can access the record, who had access in the past. Does it contain secure or confidential information?



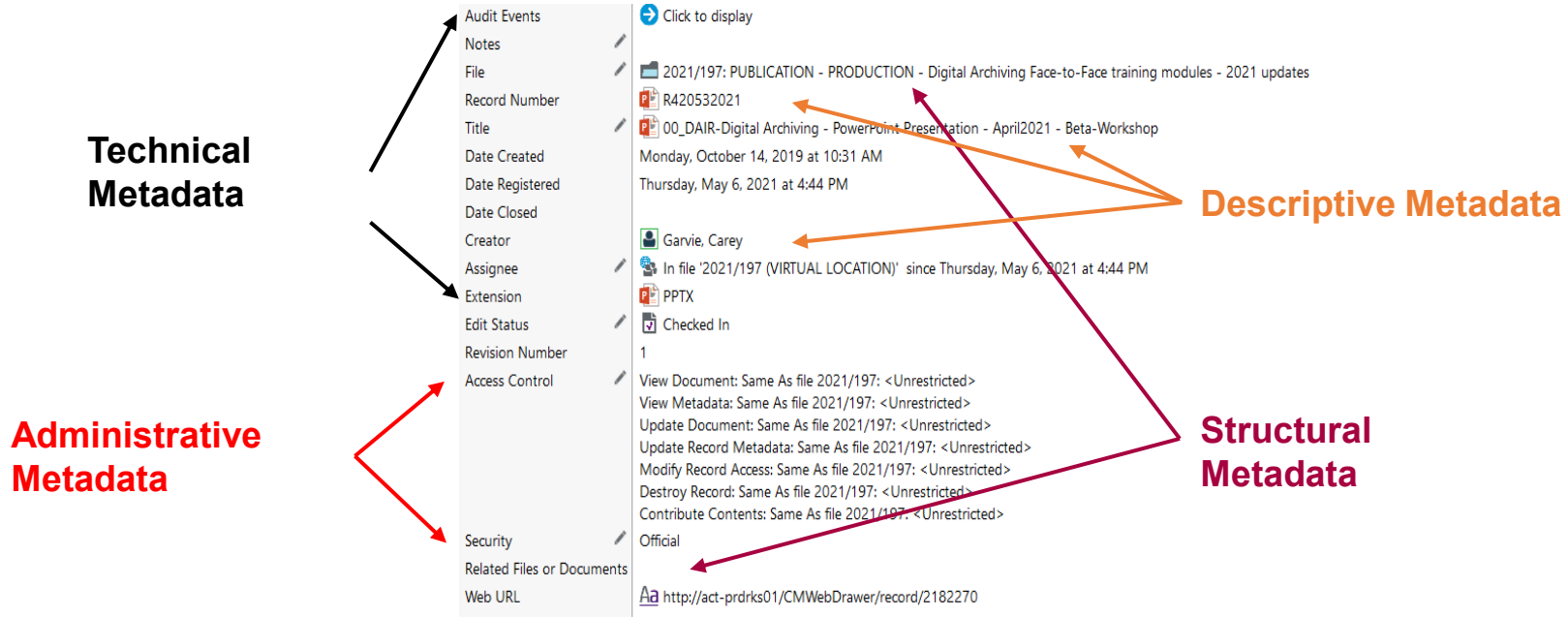
Structural

Helps us describe how record are arranged and organised

Technical

Information around file format, software version, required software libraries or drivers. Also file size, bitrate, compression type

Content Manager metadata



Digital document file

Administrative Metadata

Descriptive Metadata

Structural Metadata

The screenshot shows a Windows File Explorer window with the following details:

- File Name:** 00_DAIR-Metadata-PowerPointPresentation-2021-v1.PPTX
- Type of file:** Microsoft PowerPoint Presentation (.PPTX)
- Opens with:** PowerPoint 2016
- Location:** C:\Users\careyg\Desktop\01_Updated Metadata Work...
- Size:** 2.33 MB (2,449,494 bytes)
- Size on disk:** 2.33 MB (2,453,504 bytes)
- Created:** Monday, June 28, 2021, 4:01:38 PM
- Modified:** Yesterday, July 1, 2021, 6:35:50 PM
- Accessed:** Yesterday, July 1, 2021, 6:35:50 PM

The 'Details' pane shows the following technical metadata:

Property	Value
Content	
Content status	
Content type	application/vnd.openxmlformats-officed...
Word count	4347
Line count	
Paragraph count	370
Slides	38
Notes	32
Hidden count	0
Multimedia clips	0
Presentation format	On-screen Show (4:3)
Template	
Scale	No
Links dirty?	No
Language	
File	
Size	2.33 MB
Date created	28/6/2021 4:01 PM
Date modified	1/7/2021 6:35 PM

The 'Permissions' pane shows:

Permissions	Allow	Deny
Full control		
Modify		
Read & execute		
Read		
Write		
Special permissions		

The 'Previous Versions' pane shows a table of file versions:

Name	Size	Packed Size	Modified	Folders	Files	Created	Accessed
customXml	15 858	3 925		1	9		
docProps	10 240	7 639		0	4		
ppt	3 043 297	2 392 950		22	248		
_rels	885	273		0	1		
[Content_Types].x...	15 734	1 063	1980-01-01...				

Technical Metadata



**Please use a
pseudonym to
maintain your
privacy e.g. your
favourite cartoon
character**

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Metadata and Digital Transfers

Chris Bentley, Digital Archive Team

Metadata and Digital Preservation

Digital Archivists require metadata for several reasons, including:

- **Access provisions** – metadata often highlights what records can or cannot be opened, copied, shared or modified
- **Context/provenance** – without sufficient metadata, a digital record might lose its meaning or structure
- **Usability** – metadata ensures that future users can easily render or interpret records (especially when technology or software is involved).



Metadata required for digital transfers

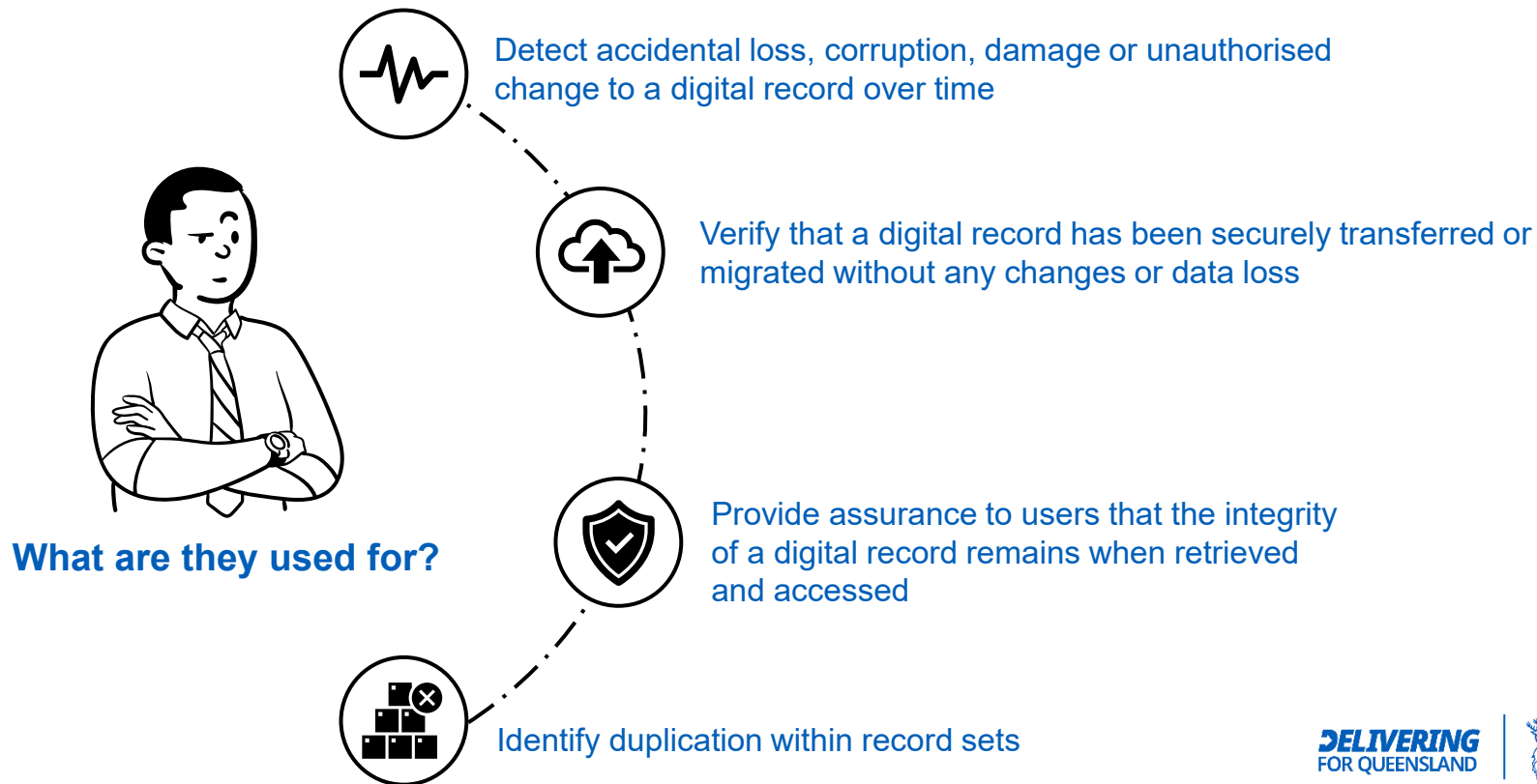
- Providing metadata at the point of transfer ensures that public records remain findable, understandable, authenticated, and trustworthy
- Public authorities are required to complete a transfer list and submit it via the Agency Portal, **ArchivesGateway**
- The transfer list allows public authorities to:
 - itemise the public records (**both physical and digital**) that are intended for transfer to QSA
 - provide QSA with the necessary metadata to preserve and manage the records.

Transfer List

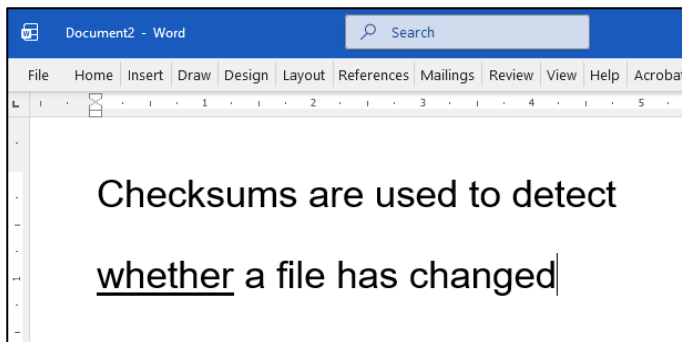
	A	B	C	D	E	F	G	H	I
1	Required	Required	Required	Required	Provide if available	Required	Provide if available	Provide if available	Provide if available
2	Access Classification	Title	Start Date	End Date	Identifiers or Control Numbers	Physical or Digital	Related to	Relationship type	First Nations content
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
	J	K	L	M	N	O			
1	Required for Digital only	Required for Digital only	Provide if available for Digital only	Required for Physical only	Provide if available for Physical only	Provide if available			
2	Filename	Checksum	File path	Format (Physical)	Box Number	Additional Information			
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									

Checksums

A checksum is a computer-generated string of numbers and letters (also known as a hash) that serves as a digital fingerprint for a digital record.

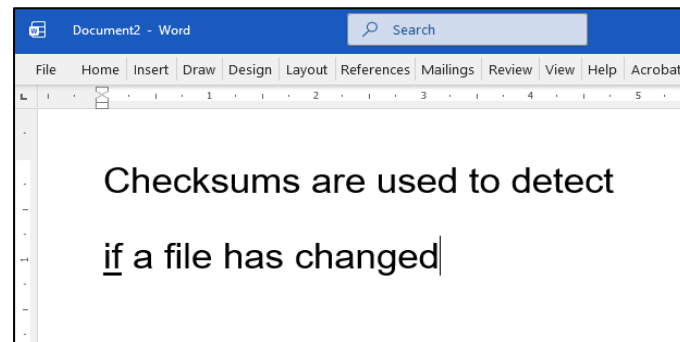


Example: when a file's content is modified



Original checksum:

0E591BCF26A2DF4A32262015EAF42526



New checksum:

20FE6D357BD15F3DC74D06EE05206D10

Example: when a file is corrupted



Original checksum

AF9760C81CC8229F044B8E730796F6B4



New checksum:

E93E3DC1631351370C3BDBFC1707D546

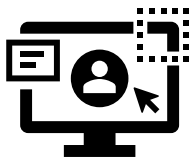
How QSA works with checksums

- Checksums can be created using different algorithms, such as **MD5** and **SHA-256**. QSA has chosen to work with MD5 checksums for digital transfers
- Public authorities need to generate MD5 checksums for all files intended for digital transfer to QSA
- QSA uses the checksums provided by your public authority to validate each digital record, confirming the files have successfully transferred without any unintended alterations.



How to generate checksums

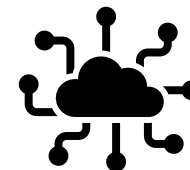
Built-in functionality
within business
systems



Pre-installed tools
(e.g. PowerShell or
terminal)

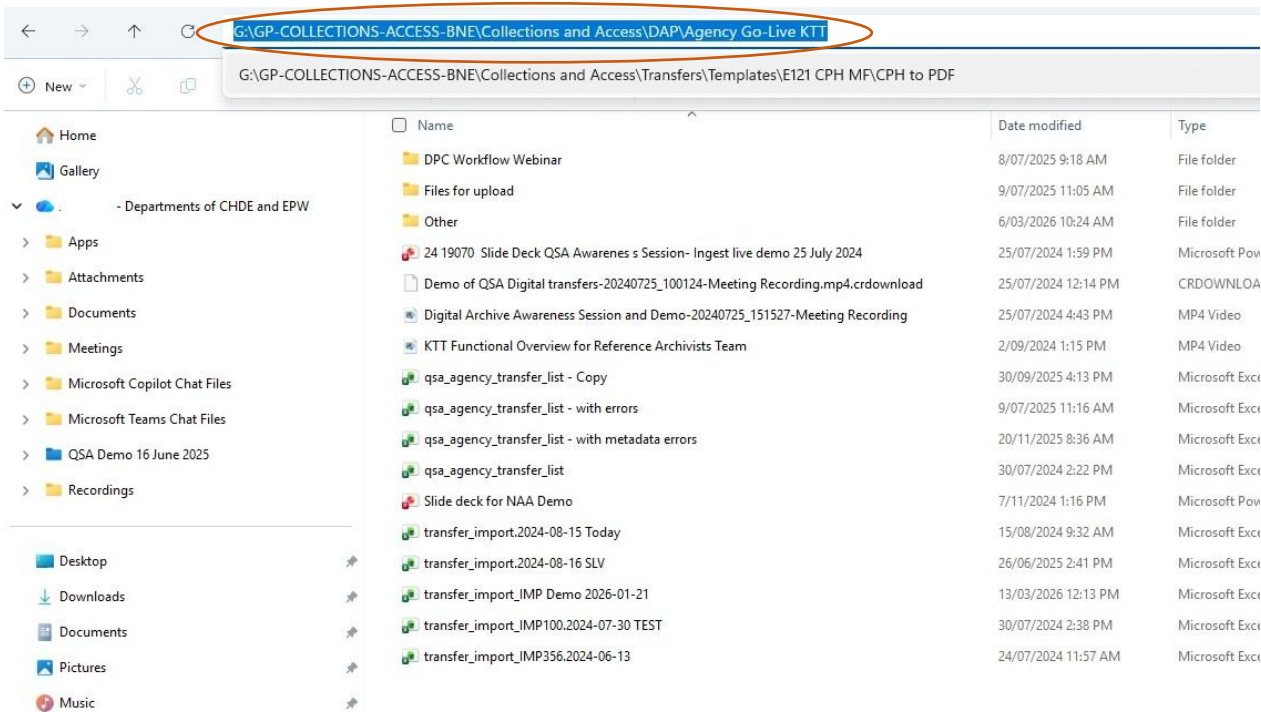


Standalone / third
party applications



File paths

A file path represents the unique hierarchical location of a digital record within a system's structure.



The screenshot shows a Windows File Explorer window. The address bar at the top displays the path `G:\GP-COLLECTIONS-ACCESS-BNE\Collections and Access\DAP\Agency Go-Live KTT`, which is circled in red. Below the address bar, the current folder is `G:\GP-COLLECTIONS-ACCESS-BNE\Collections and Access\Transfers\Templates\E121 CPH MF\CPH to PDF`. The left sidebar shows the navigation pane with 'Departments of CHDE and EPW' expanded. The main pane displays a list of files and folders with columns for Name, Date modified, and Type.

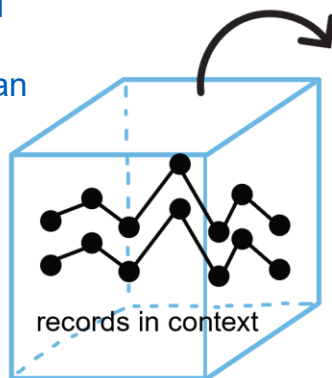
Name	Date modified	Type
DPC Workflow Webinar	8/07/2025 9:18 AM	File folder
Files for upload	9/07/2025 11:05 AM	File folder
Other	6/03/2026 10:24 AM	File folder
24 19070 Slide Deck QSA Awareness s Session- Ingest live demo 25 July 2024	25/07/2024 1:59 PM	Microsoft Pow
Demo of QSA Digital transfers-20240725_100124-Meeting Recording.mp4.crdownload	25/07/2024 12:14 PM	CRDOWNLOA
Digital Archive Awareness Session and Demo-20240725_151527-Meeting Recording	25/07/2024 4:43 PM	MP4 Video
KTT Functional Overview for Reference Archivists Team	2/09/2024 1:15 PM	MP4 Video
qsa_agency_transfer_list - Copy	30/09/2025 4:13 PM	Microsoft Exct
qsa_agency_transfer_list - with errors	9/07/2025 11:16 AM	Microsoft Exct
qsa_agency_transfer_list - with metadata errors	20/11/2025 8:36 AM	Microsoft Exct
qsa_agency_transfer_list	30/07/2024 2:22 PM	Microsoft Exct
Slide deck for NAA Demo	7/11/2024 1:16 PM	Microsoft Pow
transfer_import.2024-08-15 Today	15/08/2024 9:32 AM	Microsoft Exct
transfer_import.2024-08-16 SLV	26/06/2025 2:41 PM	Microsoft Exct
transfer_import_IMP Demo 2026-01-21	13/03/2026 12:13 PM	Microsoft Exct
transfer_import_IMP100.2024-07-30 TEST	30/07/2024 2:38 PM	Microsoft Exct
transfer_import_IMP356.2024-06-13	24/07/2024 11:57 AM	Microsoft Exct

Public authorities are strongly encouraged to include file paths alongside the rest of their metadata in the transfer list for digital transfers.

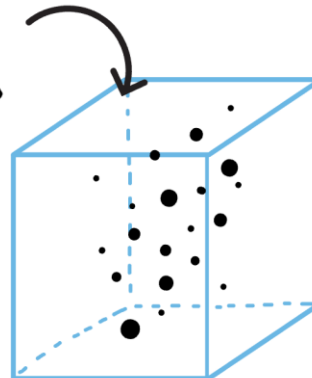
How QSA works with file paths

Knowing the structure of how your digital files were saved in your system can tell us a lot about how they work together, how they were used and how we can create relationships between records once they get here.

Digital records may be arranged within deep and complex folder structures or hierarchies within an EDRMS or business system



Digital records



File paths reflect original structures and retain important contextual information when records are removed from their host systems

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Update on Source Records Disposal

Jonathan Knox, Digital Archive Team

Results from March/April consultation

During the second round of external consultation, QSA received feedback from **78 public authorities**

Key findings:

- **99%** of participants found the excluded categories of public records to be sensible and practical
- **66%** of the participants indicated they were now confident in meeting the condition on ensuring an accurate and legible reproduction of the source record before carrying out disposal
- **82%** indicated a likelihood of implementing the disposal authorisation on permanent source records created on or after 1 January 1980.

What's next?

- Final version of the retention and disposal schedule and appraisal log are now with the State Archivist for review and authorisation
- Once authorised, QSA will notify all public authorities and chief executives that the new schedule is ready for use
- The schedule, appraisal log and all relevant technical specifications will be published on Forgov.

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Update on Mandatory Standards

Julie Shanks, Manager, Strategic Policy

Mandatory Standards

Who? The Mandatory Standards will apply to all public authorities in Queensland.

When? Mandatory Standards are anticipated to commence in or after late 2026

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

Going through a Government approval process



Mandatory Standards

What can you do now to prepare?

- Make and keep public records in accordance with the Act, and
- Consider how your public authority currently performs against the Records Governance Policy and identify any areas of improvement and take action.

The draft Mandatory Standards align with and will replace the Records Governance Policy, with the addition of the five new requirements.

Remembering the proposed five new requirements

- Managing records digitally, whenever practicable (MS1- 2.4)
- Metadata is made and captured (MS1 - 3.1)
- First Nations metadata is made and captured, where relevant* (MS1 - 3.3)
- Ability to digitise important paper records and dispose of the original paper copies after digitisation, conditions and exemptions apply (Source Records Disposal) (MS2 - 2.3)
- Assessing the risk of keeping records five years past retention and reporting this internally (MS2 - 3.5).

* From feedback provided, QSA is considering extending the First Nations metadata requirement beyond Departments (in line with previous draft of MS2)

Stay tuned

- **Public Authority Toolkit!**
- Self assessment tool to help you assess your own records management capability and maturity against the new Mandatory Standards
- New online module



Lost and damaged records process review

- We will be reviewing the process for managing lost and damaged public records to better align with the Mandatory Standards
- We will be seeking feedback on proposed new processes – keep your eye out for announcements in the PRIME Teams chat and QSA newsletter
- In the meantime, if you need to report lost or damaged public records, please contact us at rkqueries@archives.qld.gov.au for advice
- Permanent value records at risk s21b – mitigate and report to discovery@archives.qld.gov.au
- CE is responsible for public records of their public authority



International Archives Week 2026

*Archives and Justice: Responsibility,
Rights and Future Possibilities*



Date: Friday, 12 June 2026



Time: 10.30am – 12.00pm



Location: Queensland State

Archives, 435 Compton Road, Runcorn

PRIME CoP Network

SAVE THE DATE!
2 September 2026

Any questions on today's presentation?

Thank you