

Developing a defensible process for digitising public records

This template is provided as a practical tool to assist public authorities in documenting the key steps and decisions involved in digitisation work. It is intended to support a defensible process for the disposal of source records once digitisation is completed, by helping public authorities record why digitisation was undertaken, how it was carried out and how key risks and approvals were managed.

The template is not mandatory. Public authorities are encouraged to adapt, delete or add sections as appropriate to the scale, complexity and risk of their digitisation activities. Even brief or partial completion can help demonstrate that digitisation work has been undertaken in a considered and accountable manner.

1. Purpose

Why digitisation work was undertaken.

- This digitisation activity commenced because of:
 - business process
 - policy or legislative requirement
 - operational efficiency
 - access or preservation needs
 - other (specify): _____
- Brief description of the records digitised:
(*e.g. record type, date range, function*)

2. Assessment of records

Outline any considerations made before digitisation.

- Were the records assessed for archival, enduring or intrinsic value?
 - Yes No Not applicable
- If yes, briefly note the outcome:

3. Digitisation method

Document how the records were digitised.

- Digitisation carried out by:
 - Staff
 - Third-party provider
 - Other
- Scanning specifications used (as applicable):
 - Resolution (PPI): _____
 - File format(s): _____
 - Bit depth or colour profile: _____

4. Quality assurance

Describe the checks undertaken to ensure accuracy and completeness.

- Quality assurance checks completed:
 - Yes No
- Brief description of checks undertaken (brief):

- Date quality assurance completed: _____
- Checked and verified by (name/position): _____

5. Storage and management of digitised records

Record where and how digitised records are managed.

- Digitised records are stored by:
 - Public authority
 - Queensland State Archives
 - Other (specify): _____
- Brief description of storage and access arrangements:

6. Third-party arrangements (if applicable)

Document any external services used.

- Third-party provider name: _____
- Services provided:
 - Digitisation
 - Storage
- Contract, agreement or statement of work in place:
 - Yes No
- Location of contract documentation: _____

7. Disposal of source records (if applicable)

Record authorisation for disposal following digitisation.

- Disposal of source records approved:
 - Yes No Not applicable
- Disposal Authorisation(s) used to implement disposal: _____
- Approved by (Chief Executive or authorised delegate):
 - Prepared by: _____
 - Position: _____
 - Date: _____

8. Declaration

This document records the key steps undertaken to support a defensible digitisation process.

- Prepared by: _____
- Position: _____
- Date: _____