

Fact Sheet: Source Records disposal authorisations

What is happening?

On 3 June 2026 the [Source Records retention and disposal schedule](#) was authorised by the State Archivist for use by all Queensland public authorities.

Why does this matter?

Public authorities routinely copy, convert, migrate or transfer records from one format or system to another. (The original record left behind is called a “source record”).

Until now, it was only possible to dispose of temporary-value source records.

The new schedule allows public authorities to dispose of some permanent-value source records, when certain conditions are met.

This may reduce the need for your public authority to store some physical source records indefinitely.

It also allows for the disposal of digital source records after migration to another system or public authority, as well as source records of those digitally transferred to Queensland State Archives.

The new schedule also **updates requirements for disposal of temporary records** that have been converted or migrated.

What do I need to do?

Chief executives

- Ensure all public records are disposed of under an authorised retention and disposal schedule or legal authority, as required by the *Public Records Act 2023*.
- Note that the new *Source Records Retention and Disposal Schedule* replaces previous authorisations.

Records managers

- **Advise your team** the *Source Records Retention and Disposal Schedule* **repeals**:
 - Disposal Authorisation 2074 in the *General Retention and Disposal Schedule*
 - *General Retention and Disposal Schedule for Digital Source Records* (QDAN 678 v.1)
- **Update** your records management **processes** (including defensible processes) in line with the new *Source Records Retention and Disposal Schedule*, including conditions.
- **Check** whether your public authority holds any records where **migrating or converting** them would **help in reducing risk or operational costs** for ongoing storage and maintenance.

This new schedule **replaces previous disposal authorisations** relating to:

- Temporary physical source records (DA 2074 in the GRDS)
- Digital source records (QDAN 678 v.1)

These disposal authorisations are **repealed** and can **no longer be used**.

What guidance is available?

QSA has developed technical guidance to support public authorities in applying the new *Source Records Retention and Disposal Schedule*. The following resources are available on the [QSA website](#):

- Appraisal log
- Technical guidance on applying the new disposal authorisations.

Where can I find more information?

Please contact us via email at rkqueries@archives.qld.gov.au with any questions or for further advice on the new schedule.

Remember...



Your public authority **must meet all the conditions** in a disposal authorisation.

All **disposal of public records** must be **approved by the chief executive or their authorised delegate**.