**Instructions**

* Use this form to request the further appraisal of temporary value records that you consider may have permanent archival value.
* Records must be covered under a current retention and disposal schedule.
* All fields are mandatory unless otherwise specified.
* A separate application form must be made for each group of records to be assessed.
* Please return completed form/s in PDF format to QSA Government Records Innovation, [rkqueries@archives.qld.gov.au](mailto:rkqueries@archives.qld.gov.au)

QSA may seek additional information or clarification from your agency when assessing this application.

Find out more about [identifying permanent archival value records](https://www.forgov.qld.gov.au/identify-records-permanent-archival-enduring-or-intrinsic-value), and [requesting a special appraisal decision](https://www.forgov.qld.gov.au/identify-records-permanent-archival-enduring-or-intrinsic-value).

# Requestor

### Agency:

Click here to enter agency name.

### Name:

Click here to enter your name.

### Email address: Phone number:

Click here to enter email address. Click here to enter phone number.

# Records

### Description of records:

Click here to enter title, brief overview of content and any other information which illustrates significance.

### Date range of records:

Click here to enter the date range for the records.

### Schedule coverage:

Click here to enter the retention and disposal schedule and record class that covers the records.

# Reason for permanent value

## Appraisal Statement Characteristic

### The records provide evidence of the following permanent characteristics from the [QSA Appraisal Statement](https://www.forgov.qld.gov.au/find-out-how-long-keep-records-sentence-records#permanent):

*Select at least one characteristic.*

Authority, foundation and structure of government

Primary functions and programs of government

Enduring rights and entitlements

Significant impact on individuals

Substantial contribution to community memory

Environmental management and change

## Justification for permanent value

### What is the value of these records to the agency and community?

Click here to enter your justification for permanent value to your agency and the community.

# Recommended by:

*QSA use only*

**Name:**

**Position: Date:**