**Instructions:**

* Use this form to apply for early or one-off disposal approval for a specific class or group of records in certain circumstances, including the decommissioning of business systems.
* This form must be signed by the Chief Executive Officer or the authorised delegate of your agency.
* A separate form must be completed for each business system being decommissioned.
* This form is NOT to be used for [lost or damaged records](https://www.forgov.qld.gov.au/lost-and-damaged-records).
* Return completed form/s in PDF format, along with any supporting documentation, to QSA Government Records Innovation, rkqueries@archives.qld.gov.au.
* QSA may seek additional information or clarification from your agency when assessing this application.

Find out when you can [apply for early or one-off disposal authorisation](https://www.forgov.qld.gov.au/destroy-records) and the [application process](https://www.forgov.qld.gov.au/lost-and-damaged-records).

# Background details

### Name of agency/agencies applying for early disposal authorisation:

Click here to enter text.

# System

### System custodian (for business systems being decommissioned):

Click here to enter the name of the system custodian agency.

### Name of system:

Click here to enter name of system being decommissioned.

### Whole-of-government identifier:

Click here to enter WOG ID.

### Date system first deployed:

Click here to enter a date, e.g. 30 June 2012, July 2010.

### Name of agency that commissioned or developed the system:

Click here to enter agency name.

# About the records

### This application relates to the following public records:

Click here to enter the name of business system or records.

### Why are you seeking early or one-off disposal of these public records?

Click here to enter reason.

### Will the early disposal of these records have any impact on the agency's business?

[ ]  Yes [ ]  No

If yes, how will it impact your agency?

Click here to enter details of impact.

# System content

### Which disposal authorisation or retention and disposal schedule currently applies to the records? Please include applicable record class.

Click here to enter disposal authorisation details.

### Do the records relate to a current business function of the agency?

[ ]  Yes [ ]  No

If no, please provide brief explanation of how the records came to be in the agency’s possession.

Click here to provide explanation.

### What date range do the records cover?

Click here to enter date range.

### Is the information duplicated elsewhere, or are the records unique?

[ ]  Yes, duplicated else [ ]  No, unique

If yes, where are they duplicated?

Click here to enter details.

### Are the records in this system used to control, reference, find or summarise other information held by the agency?

[ ]  Yes [ ]  No

If yes, please provide details.

Click here to enter details.

# Records usage and value

### Are there any external agencies which routinely use these records?

[ ]  Yes [ ]  No

If yes, please list the name of the agencies.

Click here to list other agencies.

### When were the records last accessed? (Other than for records management purposes)

Click here to enter details.

### Are there any current, pending or potential RTI/privacy applications, audits, legal actions or other reasons for which the records could reasonably be expected to be required in the future?

[ ]  Yes [ ]  No

Have you checked with the relevant legal and/or RTI team?

[ ]  Yes [ ]  No

# Technical requirements – functional and physical viability of system

### Does the agency hold detailed system design documentation, such as a logical design, source codes and data dictionary?

[ ]  Yes [ ]  No

If yes, please list what you have.

Click here to enter details.

### Can the system export the records?

[ ]  Yes [ ]  No

If no, please provide brief explanation why not.

Click here to enter explanation.

### Is it technically possible to import the records into the agency’s records management system or another system?

[ ]  Yes [ ]  No

### Estimated annual savings by decommissioning the system.

Click here to enter estimated savings.

# Attachments

Please list any documentation attached in support of this application.

|  |  |
| --- | --- |
| **Attachment No.** | **Document title** |
| Attachment  | Click here to enter attachment title and details. |

\*To add another attachment row, click the  *(*+) at the end of the table as required.

# Approval

[ ]  I confirm my agency has supplied all relevant information relating to this disposal request.
 I have fully considered the rights and entitlements of all stakeholders in developing this application.
 I take full responsibility for the accuracy of the information supplied herein.

## Details about the person completing the request.

**Name**:

Click here to enter name.

**Title**:

Click here to enter position title.

**Email**: **Phone**:

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

## CEO/Authorised delegate approval

**Note:** If there is more than one agency, please add additional agency signatories.

### Agency

**Name**:

Click here to enter name.

**Title**:

Click here to enter position title.

**Agency**:

Click here to enter agency name.

**Signature**: **Date**:

 Click here to enter a date.

\*To add another signatory, click the  *(*+) at the end of the above section as required.

**Note**: This form can be signed digitally if your agency has appropriate processes in place to ensure the signature’s authenticity. Digitally signed forms must be saved as PDF before submitting to QSA.