# About this form:

* Authority to set or change restricted access periods (RAPs) for records for which your agency is responsible and approve access to restricted records held at Queensland State Archives (QSA) is conferred upon the Executive Officer under the *Public Records Act 2002.*
* The Executive Officer can use this form to delegate their authority under ss16-19 to set and change restricted access periods (RAPs), and/or approve access to restricted records held at QSA.
* If no delegates are nominated, all public records access matters will require authorisation from the Executive Officer, in accordance with the Act.
* Unless otherwise notified, this delegation supersedes and revokes any prior delegation concerning the subject matter of this delegation.

# Instructions:

* Delegations may be either to nominated individuals (by name) or to a nominated position (by position title) within your agency or service provider.
* Changes to delegate information require a new delegation form to be completed.
* Complete the delegate information for each nomination. Use the 'add another delegate' option to add additional delegates.
* All fields are mandatory unless otherwise specified.
* Return the completed form in PDF format to QSA at discovery@archives.qld.gov.au
AND
Copy in your agency’s ArchivesGateway Senior Agency Administrator to update the delegation details in ArchivesGateway (please check with QSA if you are not sure who this is).

Find out more about [delegating authorisations](https://www.forgov.qld.gov.au/find-out-about-roles-and-responsibilities), [restricted access periods](https://www.forgov.qld.gov.au/restrict-access-records-restricted-access-periods), and [providing access to restricted records](https://www.forgov.qld.gov.au/provide-access-closed-records) on our website.

# Nominated email for access requests

This email address will be **used for system generated communication** to your agency regarding access to closed records, including requests from other agencies and members of the public.

A **generic email address is recommended** (e.g. records@...) rather than that of an individual.

Please ensure that the email account nominated below is accessible by those with authority to approve access to restricted records, or processes are in place for requests to be forwarded to them.

**Nominated email address (generic recommended):**

Click here to enter email address

# Delegate information – Delegate

**Complete ONE section**, 1a or 1b below, to indicate whether this delegation is to a position title (recommended) or a named individual.

## 1a. Delegate a position title (recommended)

Nominate the authorised officer position below:

**Position Title:**

Click here to enter the position title being nominated.

**Agency or service provider (if different to responsible agency)**:

Click here to enter the agency name.

**Business Unit:**

Click here to enter the business unit.

**Email (if different to nominated address above)**: **Phone:**

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

**OR**

## 1b. Delegate a nominated individual

**Name of individual (first and last name):**

Click here to enter the position title being nominated.

**Phone:**

Click here to enter phone number.

**Individual’s email address**

Click here to enter the individual’s email address.

**Note**: Email address must include the individual’s name, e.g. Jane.Smith@...; jbloggs@...; JaneD@...

## 2. Scope of authorisation

In addition to the Executive Officer, the officer detailed above is authorised to:

|  |  |  |
| --- | --- | --- |
| [ ]  Yes  | [ ]  No | **Set or change restricted access periods** under s.16 and s.19(2) of the *Public Records Act 2002***Note:** Setting or changing a RAP means to assign the period of time when a public record in the custody of QSA for which your agency is responsible may not be accessed under the *Public Records Act 2002.* During the RAP, access can be granted by the Executive Officer or authorised delegate or an application for access can be made under the *Information Privacy Act 2009* or the *Right to Information Act 2009* |
| [ ]  Yes  | [ ]  No | **Approve access to restricted records** under s.18(2) of the *Public Records Act 2002***Note:** If the RAP for a public record in the custody of QSA has not ended, access may be granted by the Executive Officer or nominated delegate of the responsible public authority. |

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

# Executive Officer authorisation

By the authority vested in me by the *Public Service Act 2008*, I hereby approve the *Public Records Access delegations* as detailed in this document.

This delegation supersedes and revokes any prior version of this delegation.

In making this delegation, regard has been given to the Common Law requirement that delegates must be sufficiently experienced, qualified and suitable to receive the particular delegation.

**Executive Officer name**:

Click here to enter chief executive officer’s name.

**Position title**

Click here to enter position title.

**Name of responsible agency:**

Click here to enter responsible agency name.

**Preferred email\*: Phone:**

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

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

 Click here to select date authorised.

**Note**: it is a requirement of the *Public Records Act 2002* for the delegation to be authorised by the Executive Officer

**\*Note:** Preferred email will be used for communication if no delegates are nominated

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.