**Instructions**

* Use this form to propose one or more projects as a case study.
* A case study can celebrate achievements, help develop or refine advice, and/or share an experience.
* Please provide any relevant supporting information.
* Return completed form/s in PDF format to Government Records Innovation, rkqueries@archives.qld.gov.au.

Find out more about [recordkeeping case studies](https://www.forgov.qld.gov.au/develop-strategic-recordkeeping-plan#case-studies).

# Agency information

### Agency name:

Click here to enter agency name.

### What does your agency do (functions)?

Click here to enter details.

## Contact details

### Contact officer:

Click here to enter name.

### Position title:

Click here to enter position ttle.

### Unit:

Click here to enter business unit or area.

### Email: Phone:

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

# Recordkeeping project information

### **Project**

### **Project name:**

Click here to enter name of project.

### What problem were you trying to solve?

Click here to enter details.

### What recordkeeping challenges needed to be addressed?

Click here to enter details.

### What recordkeeping solutions were devised and how did your agency implement them?

Click here to enter details.

### What were the key outcomes and/or lessons learned from the project?

Click here to enter outcomes.

### Were there any additional benefits such as time or cost savings or increased efficiency experienced as a result?

Click here to enter details.

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

# Supporting Information (optional)

Attach copies of any documents to support your case study proposal.

Please list any documentation attached in support of this application, in the table below.

|  |  |
| --- | --- |
| **Attachment No.** | **Document title** |
| Attachment  | Click here to enter text. |

**To add more rows:** after entering text in relevant row, click the  (+) at the end of the row as required.