



RECORDS TRANSFER MYTHS: TRANSFERRING PERMANENT PAPER RECORDS TO QSA

Queensland State Archives

Myth 1 Queensland State Archives (QSA) is not accepting transfers of permanent paper records.	Myth 2 Records designated as permanent in a retention and disposal schedule can be transferred to QSA at any time.	Myth 3 It will cost us money to store our permanent records at QSA.	Myth 4 If we transfer our permanent records to QSA we will never get them back.
<p>No, we absolutely are accepting transfers of permanent paper records as defined in the <i>Public Records Act 2002</i>.</p> <p>We have been accepting transfers from agencies to our purpose built facility in Runcorn since the doors opened in 1993. Our facility can house up to 100km of permanent paper records and we are not full yet.</p> <p>If your agency has permanent paper records that are no longer required for regular business use, please contact our Transfers Officer on 3037 6777 or email rkqueries@archives.qld.gov.au</p>	<p>No, we do ask that your agency books transfers in advance so we can process them effectively.</p> <p>We will work with you to make sure the transfer of large volumes of paper records is as smooth and easy as possible.</p> <p>To ensure the best possible outcome for your agency, please contact us as early as possible when planning a records transfer.</p>	<p>No, there is no cost to your agency for storing your permanent paper records at QSA.</p> <p>There is a small delivery fee if you request the return of your records through our File Issue service.</p> <p>There is no cost to your agency if you access the records in our Public Search Room at Runcorn.</p>	<p>No, your agency is still responsible for transferred records and can request access to them at anytime.</p> <p>You may prefer to request copies of your records rather than accessing the originals.</p> <p>While you can access your records through the file issue service, it is better to only transfer records that are inactive and not required for regular business use.</p>

¹ A record in this context means an official public record.

² Arrangements in place for your individual public authority will be determined by your accountable officer. For information on the way this operates in your public authority, contact your records area.

³ The *Public Records Act 2002* sets out the obligations on your public authority.