MAKING, MANAGING AND KEEPING PUBLIC RECORDS

Queensland State Archives

A guide for CEOs

You are responsible for your public authority making and keeping complete and reliable records of its activities and having regard to any policies, standards, and guidelines made by the State Archivist.

- Evidence of business decisions and activities must be created and managed.
- Records created must be complete and reliable.
- Records can be in any format, including emails, text messages and social media.

Create

- Records are kept for their authorised minimum retention period.
- Ensure the safe custody and preservation of records.
- Records are safeguarded from obsolescence, degradation, damage, loss, and deterioration.
- Records remain inviolate.

Keep

- Access to records needs to be managed and secured if necessary.
- Records need to be accessible, discoverable and usable.

Access

- Disposal must be authorised by the State Archivist and endorsed by the agency CEO.
- Retention and disposal schedules tell you which records you can destroy and when and which ones can be transferred to QSA.
- Schedules are only used by the agency or sector it’s issued to unless otherwise permitted.

Disposal

- Disposal includes destroying, transferring, selling, donating, damaging, abandoning, or amending records.
- Disposal must be documented.
- If records are lost or damaged you need to notify QSA.

Transfer

- Records must only be destroyed using a schedule that is current at the time of destruction.
- You can set up a standing endorsement for the destruction of specific records.

Destruction

- Recordkeeping, recordkeeping processes, systems and technology are actively monitored and reviewed.
- Recordkeeping is regularly monitored against QSA’s recordkeeping standards.

Monitor