



HOW TO COMPLETE THE BACKGROUND INFORMATION TEMPLATE

The background information template covers questions about the agency's administrative, legislative and recordkeeping context. It provides a summary of the agency's functions, recordkeeping practices and the records being covered by the schedule.

Agency background

Answering questions in this section

This section relates to the background and functions of the agency. Providing this information will help to clarify the scope of the retention and disposal schedule.

If you are having trouble finding some of this information, you might want to check the agency's annual report, corporate plans and strategies or policy and procedures.

The information about functions will help determine what functions and activities are documented in the schedule.

Question	Answering the question
When was the agency first established?	Insert the date of when the agency was first established.
Is the agency established by legislation?	If the agency is established by legislation, list the relevant legislation.
What is the history of the agency e.g. names of predecessor agencies or machinery of government changes?	If the agency has any predecessors, or, has lost or gained functions through machinery of government changes, please describe here.
What function/s is the agency currently performing or responsible for?	List the function/s the agency is currently performing.
Does the agency report to another entity?	List any entities the agency must report to.

Agency contact details

Answering questions in this section

This sections relates to who is the agency contact for this schedule and also who wrote the schedule and appraisal log.

Schedule scope

Answering questions in this section

This section relates to which records the schedule will cover. Generally an agency-specific schedule covers all the core or non-administrative functions of the agency. General administrative functions such as finance or human resources is authorised through the [General retention and disposal schedule](#).

QUESTION	ANSWERING THIS QUESTION
Which entities does this retention and disposal schedule cover?	This schedule may cover more than one agency. Please list all the agency's the schedule will cover, e.g. regional offices, all agencies within a department, etc.

Existing Queensland Disposal Authority Numbers (QDAN)

Answering questions in this section

This section provides the information about any existing schedules of the agency. Please contact Agency Services for copies of any schedules.

QUESTION	ANSWERING THIS QUESTION
Which retention and disposal schedules issued to the agency will be superseded on the approval of this schedule?	List the schedules that will be superseded by this schedule. Include the QDAN and version number.
Which retention and disposal schedules issued to the agency will NOT be superseded by this schedule?	List any schedules that the agency will still be using but will NOT be superseded by this schedule. This will exclude the <i>General retention and disposal schedule</i> .

Records management context

Answering questions in this section

This section provides the information about how records are managed in the agency.

QUESTION	ANSWERING THIS QUESTION
How is recordkeeping managed across the agency?	This questions helps QSA understand how recordkeeping is managed in the agency.
What recordkeeping system/s does the agency have?	Select which type of recordkeeping systems are being used in the agency.
What collections of records exist in the agency?	Select the type of records that are created by the agency. This will help with including record examples in the schedule.
Does the agency have any legacy records i.e. collections of records that do not relate to the current functions and activities of the agency?	Include any legacy records your agency holds.
Are the legacy records included in the retention and disposal schedule?	Answer yes or no as to whether legacy records have been included in the schedule.
How will the disposal of legacy records be managed if they are not included in this retention and disposal schedule?	If the legacy records are not included in the schedule, describe how they will be managed by the agency.

Legislative context

Answering questions in this section

This section provides information relating to the legislation an agency manages and legislation and/or standards that has a direct impact on the operations or recordkeeping requirements of the agency.

NOTE – As part of developing the schedule and appraisal log, Agency Services recommends that you map the legislation your agency is responsible for to identify recordkeeping requirements.

Use the [Legislative mapping template](#) and consult the [Identifying and mapping legislative recordkeeping requirements](#) to help complete the mapping template.

QUESTION	ANSWERING THE QUESTION
Is the agency responsible for administering any legislation?	List the legislation that your agency is responsible for administering.

Consultation

Answering questions in this section

This section provides information on who was consulted in the business during the development of the retention and disposal schedule.

Summary of archival records

Answering questions in this section

This section provides information on the permanent value records that have been identified for the agency.

QUESTION	ANSWERING THE QUESTION
Do any records have a proposed retention period of permanent in this schedule?	If any record classes have been identified as permanent, list them here.
Does Queensland State Archives hold any permanent records for which your agency is responsible?	List any records that are already kept at QSA. Include the title of the series, series number and date range. Contact QSA if you are unsure.