MACHINERY OF GOVERNMENT AND ADMINISTRATIVE CHANGES

Stage 1: Find out what's happening and determine the ownership of records

Form a project team to focus on and manage the change
This may include members from multiple teams within your agency, and other agencies or organisations depending on the type of change.

Do you know what type of change it is?

YES

Contact Queensland State Archives to discuss further

NO

Is the change enabled by legislation or other legal instrument?

YES

Does the legislation identify:
- the function or functions involved?
- the successor public authority for the function(s) (if applicable)?

YES

Contact Queensland State Archives for further information

NO

NO

Does the legislation include a provision for the transfer of responsibility for records?

YES

Records and responsibility will be assigned and transferred automatically to the successor public authority under the legislation enabling the machinery of government change.

NO

Is your agency continuing and you are able to remain responsible for the records?

YES

Records and responsibility will automatically remain with your agency

NO

Is another public authority willing to take responsibility for the records?

YES

Contact Queensland State Archives to discuss a regulation under the Public Records Act 2002

NO

NO

Is the change enabled by legislation or other legal instrument?

YES

Will the functions or powers be continued by one or more other public authorities?

YES

Records and responsibility will be transferred / assigned automatically to the new public authority under the Public Records Act 2002

NO

Are there already permanent records at Queensland State Archives?

YES

New/receiving public authority becomes the Relevant public authority under section 8(3)(b) of the Public Records Act 2002 and Responsible public authority under section 15(d) of the Public Records Act 2002

NO

Contact Queensland State Archives for more information

NO

Does the legislation include a provision for the transfer of responsibility for records?

YES

Legislation or legal instrument passed

NO

Go to Stage 2 – Identify the records

Regulation in progress

Legislation or legal instrument enabling change passed

YES

NO

Go to Stage 2 – Identify the records

Contact Queensland State Archives for further information

New/receiving public authority becomes the Relevant public authority under section 8(3)(b) of the Public Records Act 2002

See Custody, ownership and responsibility for more information

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