MACHINERY OF GOVERNMENT AND ADMINISTRATIVE CHANGES

Stage 2: Identify the records involved

Identify existing public records for the function(s) involved including:
- Digital records e.g. records in business systems, on shared drives, emails etc.
- Paper records
- Non-current records
- Records in storage
- Records held at QSA

Are the records covered by a current authorised Retention and Disposal Schedule?
- Note: there may be a schedule but it might not be current or comprehensive—contact QSA for more information

Contact Queensland State Archives to discuss.

Identify records...

Are the records...?
- Permanent
- Are records still required for business purposes?

YES

Temporary
- Are records still required for business purposes?

YES

Create a transfer list of all records to be transferred.
The transfer list should include:
- File title or description;
- Format
- Volume
- Date range
- Location
- Disposal action (if applicable)
A copy of the transfer list will need to be given to the receiving organisations before the transfer happens. This might need to occur after the agreement is settled.

NO

Go to Stage 3: Plan and draft an agreement

...to remain with the original public authority (if applicable)

...to be transferred to the new / successor public authority

...required by and to be transferred to the service provider or private entity (if applicable) For outsourcing and privatisation

Contact Queensland State Archives to arrange transfer of records.

Are you able to transfer them to QSA?

YES

NO

Are records still required for business purposes?

YES

NO

Destroy any records no longer required for business purposes under the approved retention and disposal schedule.
See how to destroy records for further information and next steps.