



WHAT'S CHANGED?: THE NEW RECORDS GOVERNANCE POLICY

Queensland State Archives

On 29 June 2018, the State Archivist released the [Records Governance Policy](#). This policy applies to all public authorities in Queensland. It lays out six policy requirements focused on enabling public authorities to develop and implement individual fit-for-purpose record and information governance practices. This allows public authorities to focus on the areas that will deliver the best return for their business and support the achievement of their strategic goals.

Developed through consultation with public authorities and private sector parties, the Records Governance Policy is part of the Queensland State Archive's transformation project seeking to change the way records and information is managed and used in Queensland.

The Records Governance Policy takes a flexible, scalable approach to recordkeeping. The policy values records and recordkeepers as enablers of open, accountable and modern government. It encourages agencies to make recordkeeping invisible – by embedding recordkeeping activities into business activities and systems and elevating consideration of recordkeeping to a strategic level where records, information and their value is considered as part of broader strategic planning by the agency.

The policy replaces the following Information Standards:

- Information Standard 31: Retention and disposal of public records
- Information Standard 40: Recordkeeping

Comparison of Information Standard principles with Policy requirements

Information standard 31: Retention and disposal of public records

Information standard Principle	Policy requirement	What's changed?	What has not changed?
Principle 1: Public authorities must ensure public records are retained for as long as they are required	Policy requirement 6: Agencies must dispose of records in a planned and authorised way	The new policy requirement allows more flexibility, with each agency able to determine the processes and methods that work for them and their needs. Internal endorsement of disposal needs to be systematic and planned.	Agencies must still abide by any applicable disposal authorities issued by the State Archivist. Agencies must still dispose of records properly and thoroughly. Disposal must still be authorised by Chief Executive or their delegate.
Principle 2: The disposal of public records			

Information standard 40: Recordkeeping

Information standard Principle	Policy requirement	What's changed?	What has not changed?
Principle 1: Public authority recordkeeping must be compliant and accountable	Policy requirement 2: Agencies must systematically manage records using governance practices that are integrated and consistent with broader agency frameworks	Agencies are required to embed records governance into broader governance practices. Agencies should consider records governance strategically and may use the governance frameworks, strategies, and process that are most relevant and suited to their business.	Agencies must still comply with any relevant legislation requirements for managing records applicable to their activities.
Principle 2: Recordkeeping must be monitored and audited for compliance	Policy requirement 2: Agencies must systematically manage records using governance practices that are	Rather than focusing on operational compliance, agencies must now take a 'big picture' look at their recordkeeping and consider how well	Agencies will still need to monitor and audit recordkeeping processes but with a different focus.

Information standard Principle	Policy requirement	What's changed?	What has not changed?
	integrated and consistent with broader agency frameworks	recordkeeping is supporting the strategic and operational goals of the business.	
Principle 3: Recordkeeping activity must be assigned and implemented	Policy requirement 1: Agencies must ensure recordkeeping is supported at all levels of the business	<p>Agencies must focus on the recordkeeping culture of their agency. Using internal high-level support, agencies should emphasise the role all staff have in regard to recordkeeping and how this can support the achievement of the agency's goals.</p> <p>Support such as training or advice should be provided with the agency's unique needs in mind.</p>	Agencies must still assign formal recordkeeping responsibilities to senior roles.
Principle 4: Recordkeeping must be managed	Policy requirement 2: Agencies must systematically manage records using governance practices that are integrated and consistent with broader agency frameworks	The focus has shifted to thinking of recordkeeping as an enabler of agency goals, rather than a separate responsibility bolted-on to other functions.	Agencies must still develop appropriate governance frameworks, strategies and processes along with any documentation such as policies and procedures to support this.
Principle 5: Recordkeeping systems must be reliable and secure	<p>Policy requirement 5: Agencies must make records discoverable and accessible for use and re-use AND</p> <p>Policy requirement 4: Agencies must actively manage permanent, high-value and high-risk records and information as a priority</p>	<p>Instead of thinking of a recordkeeping system in isolation, agencies must now consider how the business systems and applications used enable the discovery, use and re-use of records including for strategic, operational and compliance purposes.</p> <p>Agencies must manage permanent, high-value and high-risk records as a priority.</p>	Agencies must still have a system for recordkeeping that is reliable and secure from unauthorised access, damage and misuse.

Information standard Principle	Policy requirement	What's changed?	What has not changed?
<p>Principle 6: Recordkeeping must be systematic and comprehensive</p>	<p>Policy requirement 3: Agencies must create complete and reliable records</p>	<p>Use of 'complete and reliable' rather than 'full and accurate' to distinguish between the nature of the record – the focus is on how it will be used now and in the future, not only on what must be kept as evidence of the past.</p> <p>The focus has moved away from creating records just to be able to store them – we now want to focus on creating the right records for the right purposes, which is to enable business and create value. Agencies are responsible for determining what records they need for their own purposes.</p>	<p>Agencies must still create and manage records that are evidence of their business activities.</p>
<p>Principle 7: Full and accurate records must be made and kept for as long as they are required for business, legislative, accountable and cultural purposes</p>	<p>Policy requirement 5: Agencies must make records discoverable and accessible for use and re-use</p>	<p>Agencies must now focus on recordkeeping that supports broader agency goals, not keeping records for keeping's sake.</p> <p>Agencies must determine what records they need to be discoverable and accessible for their own purposes to achieve their strategic and operational goals and what processes or systems they need to support this.</p>	<p>Agencies must still develop appropriate governance frameworks, strategies and processes along with any documentation such as policies and procedures to support this.</p> <p>Agencies must still have a system for recordkeeping that is reliable and secure from unauthorised access, damage and misuse.</p>