

Queensland State Archives Recordkeeping Transformation Program

Why?

There has never been a more important time to understand the state of recordkeeping in the Queensland government.

The digital landscape is evolving and the demands on agencies to adapt and keep up with this demand are increasing.

There is a need for QSA and agencies to have a comprehensive understanding of the current state of recordkeeping across government in order to improve, refine and meet the capability required of a digital world.

What is it?

The survey is intended to set the scene and provide a starting point for building the digital recordkeeping capability of your agency and will provide an opportunity for agencies to understand the challenges, barriers and solutions to effective recordkeeping.

The survey replaces the previous biennial recordkeeping survey.

Following the baseline, agencies will be surveyed annually to measure their growing maturity.

Building Digital Capability - the Records Governance Policy Baseline Survey



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is part of the Recordkeeping Transformation Program which aims to improve the standard of records and information management across government. Effective records and information management are at the heart of open, accountable and modern government. The Program strives to instil greater confidence in the government's ability to manage and value its records and information. There is great potential for the better use and reuse of records in support of evidence-based decision making and opportunities to obtain hindsight, insight and foresight from the records we create every day.

What do CEOs need to know?

- The survey is based on the new **Records Governance Policy** and links to QSA's Recordkeeping Transformation Program. The results from the survey will inform initiatives to build digital capability.
- Your agency will be required to provide a response to the survey which can be delegated to an authorised officer. The response provided will be the official response to the survey for your agency.
- The results of the survey will be de-identified and published as part of QSA's reporting process.
- To get the most value out of the process it is in your agency's interest to provide a complete, informed and accurate assessment of recordkeeping in your agency.

What do Records Managers need to know?

Managers need to know?

- Look out for information about the survey when it is released in 2019.
- Ensure your agency responds with accurate and informed answers to the survey.
- Use the results of the survey to support your recordkeeping program and initiate strategic conversations within your agency.
- The survey will be open for 6 weeks.

How will you know when it's happening?

Information about the survey, including its release will be communicated by QSA via key channels, including:

✉ [Mailing list \(subscribe here!\)](#)

📰 [QCN \(QSA Client News\)](#)

🔗 [Records Connect blog](#)

🐦 [Twitter](#)

🗣️ **Communication** with the agency head

For more information, visit:

forgov.qld.gov.au/recordkeeping



Accessibility



Advocacy



Leadership



Strategic
partnership



Trustworthy



Queensland
Government