

Queensland State Archives Recordkeeping Transformation Program

Why?

It is everyone's responsibility to make and keep records of their business activities. This interactive, web-based training is designed to introduce employees to the who, what, why and how of good recordkeeping.

What is it?

A web-based introduction to recordkeeping suitable for all employees from experienced recordkeepers to new starters. The training outlines in simple terms the things you need to be aware of to do good recordkeeping including what obligations and responsibilities you have.

The program is web-based and can be accessed via the ForGov website or you can host it internally on your agency's e-learning management system.

The training consists of a 4 minute "edumercial" and a single module training package that takes you through the recordkeeping basics and will only take about 20 minutes to complete.

Recordkeeping and You - Awareness Training

The **Recordkeeping and You Awareness Training** 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 content has been prepared and authorised by Queensland State Archives and is consistent with the requirements of the Queensland Public Records Act 2002.
- Recordkeeping is a CEO's responsibility under the Public Records Act 2002
- This training will provide your staff with an understanding of the recordkeeping basics.
- You will benefit from this small investment of time to understand your obligations and responsibilities in a simple and effective way.

What do Records Managers need to know?

- The training is free and will be available from the **ForGov** website
- The training can be used for staff inductions, as a refresher or as part of a wider records management program in your agency.
- The training provides an overview of public service employee responsibilities in creating, managing and disposing of records.

When is it happening?

Due for release **July 2018**

How will you know?

Information about the **Recordkeeping and You Awareness Training**, including its release will be communicated by QSA via key channels, including:

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

📄 [QCN \(QSA Client News\)](#)

📖 [Records Connect blog](#)

🐦 [Twitter](#)

For more information, visit:

forgov.qld.gov.au/recordkeeping



Accessibility



Advocacy



Leadership



Strategic
partnership



Trustworthy



Queensland
Government