

Queensland State Archives Recordkeeping Transformation Program

Why?

The **Records Governance Policy** aims to support Queensland public authorities on their path to digital recordkeeping maturity and lift records management capability.

What is it?

A fit-for-purpose records and information governance policy that recognises the diversity of Queensland Government agencies with a flexible and simplified approach to records management.

The **Records Governance Policy** comprises 6 policy requirements, replacing 9 principles and 2 information standards.

When is it happening?

The **Records Governance Policy** - launched on **29 June 2018**.

How will you know?

Information about the Policy, 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

Records Governance Policy



The **Records Governance Policy** 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?

- When implemented, the **Records Governance Policy** will result in a more efficient government and greater efficiency for your agency. It provides a basis for business processes that make it possible to find information more easily and when needed.
- The introduction of the **Records Governance Policy** will be followed by the Building Digital Capability Mandatory Agency Baseline assessment of your agency's recordkeeping maturity in 2019. The survey will be repeated annually to help track the progress of your agency and across government towards maturity.

As CEO, you need to:

- Review the **Records Governance Policy** and explore opportunities for implementation in your agency
- Endorse the Policy and integrate it into your agency's governance framework
- Take advantage of the **Records Governance Policy** to enhance your agency's approach to records and information management by considering roles, responsibilities and resources.
- Embrace strategic records management that goes beyond compliance and actively contributes to the achievement of the agency's strategic goals.

What do Records Managers need to know?

- The **Records Governance Policy** is issued under the authority of the State Archivist.
- The new Policy values records and recordkeepers as enablers of open, accountable and modern government.
- The phased approach allows you as agencies to prioritise areas that will deliver the best return for your business and support your own agency's goals.
- It will give you the opportunity to approach records management differently and lift the importance of records management to a more strategic level.
- You will be able to access a range of resources which QSA will add to over time.

As Records Manager, you will need to:

- Review the **Records Governance Policy** to understand the implications for records management in your agency
- Start conversations within your agency about the Policy and what it means
- Start identifying gaps between your current records management operations and the Policy requirements
- Keep an eye out for advice, hints and tips from QSA that will help you implement the Policy in your agency.

For more information, visit:

forgov.qld.gov.au/recordkeeping



Accessibility



Advocacy



Leadership



Strategic partnership



Trustworthy



Queensland
Government