

Queensland State Archives

Who are we and what do we do?

Who does QSA provide services to?

We work with approximately **500 Queensland government agencies** including:

- Departments
- Local governments
- Government Owned Corporations
- Universities
- Grammar schools
- Courts
- Ministers and Assistant Ministers
- Statutory bodies and statutory authorities.

What are the responsibilities of Qld public servants?

- **Everyone** who works for government is responsible for creating and managing accurate records of their business decisions and actions.
- **Chief executive officers** have legislative obligations to ensure their agency implements recordkeeping and follows the standards and advice published by QSA.
- **The State Archivist** has responsibility for authorising the disposal of all public records. Public records can't be disposed of without authorisation from the State Archivist or other legal authority.

Who is Queensland State Archives?



Queensland State Archives (QSA) connects Queenslanders with their past, the histories of their families, the local community and the state by providing access to Queensland's most significant historical records.

QSA also sets standards to make sure government creates and manages its records appropriately in line with the Public Records Act 2002. Effective records and information management are at the heart of open, accountable and modern government ensuring records are available for immediate business purposes as well as documenting the decisions and actions of government for the future.

How do we do this?

For government we do this by:

- Developing policies, guidelines, training and tools to help public authorities make, keep and manage and preserve their public records.
- Authorising the disposal of Queensland public records.
- Providing an appropriate storage environment for permanent value records transferred to QSA.
- Increasing discoverability and access to records through the archival catalogue, public search room and file issue service.
- Administering restricted access periods for permanent value records held at QSA.
- Working collaboratively with agencies to develop solutions to the Queensland Government's significant recordkeeping challenges.

What is the Recordkeeping Transformation Program?

In December 2017, QSA launched the Recordkeeping Transformation Program, a five-year program which aims to improve the standard of records and information management across government.

The program strives to instil greater confidence in the government's ability to manage its information assets by building capability in recordkeeping and reimagining the way we identify and value the state's most significant records.

Effective records management is not just about compliance, it is an important contributor to the achievement of strategic business objectives and is essential for modern government.

Better use and reuse of government records in support of evidence-based decision making offers great potential to gain hindsight, insight and foresight from the records we create every day.

How do you get in contact with us?

You can contact Queensland State Archives through any of the following channels:

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

📄 **QCN** ([Queensland Client Newsletter](#))

📝 **Records Connect blog** (grkblog.archives.qld.gov.au/)

🐦 **Twitter** (follow us [@QSA4gov](https://twitter.com/QSA4gov))

@ **Website** (forgov.qld.gov.au/contact-queensland-state-archives)

For more information, visit:
forgov.qld.gov.au/recordkeeping



Accessibility



Advocacy



Leadership



Strategic partnership



Trustworthy



Queensland Government