

Queensland State Archives Recordkeeping Transformation Program

Why?

The **Recordkeeping Maturity Assessment Tool** sets out what mature records and information management can look like for agencies and provides guidance for agencies seeking to improve their maturity.

What is it?

- A framework that provides insight into all levels of recordkeeping maturity.
- Gives guidance to agencies on how to go beyond acceptable recordkeeping and to embrace the benefits of digital recordkeeping to achieve their strategic goals.
- Outlines 5 levels of recordkeeping maturity: undeveloped, developing, acceptable, managed and embedded.
- Has key performance indicators and includes examples for each level to allow agencies to assess their own maturity while providing guidance on how to transition across the levels.

When is it happening?

The Assessment Tool was released in **May 2019**.

How will you know?

Information about the Assessment Tool, 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

Recordkeeping Maturity Assessment Tool

The **Recordkeeping Maturity Assessment Tool** 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 **Recordkeeping Maturity Assessment Tool** gives direction to agencies wishing to improve their recordkeeping maturity. The Assessment Tool enables your agency to assess its records management maturity and to identify potential steps to take to improve maturity over time.
- The Assessment Tool will form the basis for the **Building Digital Capability – the Records Governance Policy Survey**. The results of this survey will help to determine the digital transition strategy to improve recordkeeping maturity of Queensland agencies.

As CEO, you need to:

- Review the **Recordkeeping Maturity Assessment Tool**.
- Ensure you understand how it works alongside the **Records Governance Policy**.
- Consider how the Assessment Tool can help your agency to achieve its strategic goals more effectively and efficiently.
- Understand your agency's current maturity level.
- Develop and implement strategic recordkeeping changes to take full advantage of your agency's records and information.

What do Records Managers need to know?

- The **Recordkeeping Maturity Assessment Tool** complements and builds on the **Records Governance Policy**.
- The Assessment Tool takes a phased approach, allowing agencies to identify their own maturity level and map their path for the future.
- The Assessment Tool is flexible and scalable, allowing agencies to chart their own path towards modern, digital recordkeeping.

As Records Manager, you will need to:

- Review the **Recordkeeping Maturity Assessment Tool**.
- Ensure you understand how it works alongside the **Records Governance Policy**.
- Assess your agency's maturity using the Assessment Tool to determine your level of maturity.
- Start identifying practical ways your agency can improve its maturity and develop a plan, using the Assessment Tool to assist.
- Keep an eye out for advice, hints and tips from QSA that will help you to raise your agency's recordkeeping maturity.

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



Accessibility



Advocacy



Leadership



Strategic
partnership



Trustworthy



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