A Message from Qld State Archives

Hi all

This week I’m coming to you live from the Office of the State Archivist. I’m acting in the role while Mike is taking a short holiday overseas (and squeezing in a quick marathon..!).

There have been a few things keeping us busy in the agency recordkeeping space over the last month. We’ve been working through the replies to the disposal freeze we issued on 1 June in response to the recommendations from the Royal Commission into Institutional Responses to Child Sexual Abuse. Thank you to those of you that have replied so far. The information we have gathered will be invaluable in determining what we do to protect the records of impacted individuals and ensure their availability for redress. As we look at the responses we will work with agencies to determine the best approach for the retention and management of these records. We’ll keep you posted about what we find out.

I hope you’re all over the Records Governance Policy we released in June and what it means for your agency. We’ve continued our blog series on unpacking the requirements of the Policy and of course there is our implementation guideline to help you. The baseline survey will be released later in the year to look at how you’re meeting the requirements of the policy and what we can do to make it easier to achieve good recordkeeping.

Some of our most iconic records are currently on display in a joint exhibition with the Museum of Brisbane called Life in Irons. This very special exhibition gives you the chance to see some of the most historically significant records we hold relating to Brisbane’s history as a penal colony. The records give an insight into what life was like for the convicts and soldiers living in the colony between 1824 and 1839. Catch this unique exhibition before it closes on 28 October.

As always if you have any feedback on QCN or recordkeeping in general get in touch with us contact us

Josephine Marsh
A/Executive Director and State Archivist
Quote of the moment:
"There is an immeasurable distance between late and too late."
~ Og Mandino

What is Next in the Governance Space?

Now that the Records Governance Policy has been out for a month, we're hoping you've had the chance to take a look and become familiar with the requirements and implementation strategies. The more confident you are with the policy and implementation guide, the better prepared you'll be for the next phase of our Building Digital Capability work – our agency baseline.

What is the agency baseline?

It's a survey that replaces the previous biennial recordkeeping survey. The new survey will be sent to each agency, it will have more questions and it may take a little longer to complete. Following the survey, agencies will be surveyed annually to measure their growing maturity. The first survey is intended to set the scene and provide a starting point for building the digital recordkeeping capability of agencies.

Why a baseline?

We (QSA and agencies) need to have a comprehensive understanding of the current state of recordkeeping across government in order to work out our desired level of maturity and capability and a realistic path to get there.

What else do you need to know?

The survey is based on the Records Governance Policy and links to QSA’s Recordkeeping Transformation Program. The results from the survey will inform initiatives to build digital capability. Agencies will be required to provide a complete, honest and accurate response to the QSA survey. Results will be de-identified and published as part of QSA’s reporting process.

When will it be happening?

You'll start to see communications from us soon but the actual survey will be sent out around September.

In the meantime, we encourage you to become familiar with the policy and implementation guide and anticipate setting aside some time in September to complete your survey response.

Recordkeeping and You Training

Earlier this month we released our Recordkeeping and You online training module. This training is a web-based introduction to recordkeeping suitable for all levels of 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. If you are interested in obtaining a copy for your learning management system please
contact the team via email rkqueries@archives.qld.gov.au. Over the coming months we will be launching the second training module 'Records Management Challenge' so stay tuned to our @QSA4gov twitter feed and keep an eye on your email.

Editorial Update to the GRDS

Good news everyone! We have made updates to the GRDS and the GRDS Lite! These improvements have come from suggested updates that we received from agencies that form part of a ‘future actions’ list for the GRDS. The latest updates to the GRDS were made available in July 2018. These updates are:

1. We have provided example inclusions for Disposal Authorisation 1026 (Client relationship management) to help you to apply this authorisation.
2. We have moved the Employment Screening activity – Disposal Authorisations 1240, 1241, 1242 – from the Workforce Management function to the Common Activities function. This change makes criminal history checks more readily applied by agencies who use these Disposal Authorisations outside of Workforce Management.

We will continue progressively working through the GRDS ‘future actions’ list of suggestions. Watch this space and our social media platforms for announcements on future updates to the GRDS!

Recordkeeping in the News

QSA has not written the following articles but think there is value in sharing them with the recordkeeping community.

News from Australia:

- **My Health record: The government wants to access your data until 30 years after you die**, ABC News, 13 July 2018
- **Cabinet Files: The pebble in the pond that will reshape APS protective security**, The Mandarin, 13 July 2018
- **5 ways artificial intelligence is transforming document management**, Image & Data Manager, 8 June 2018
- **Why bother if we are already insane?** RIMPA, 5 June 2018

News from Overseas:

- **SAA letter to the NYT Editor: Migrant family records**, Society of American Archivists, 10 July 2018
- **Crisis at the National Archives**, RealClearPolitics, 10 June 2018
- **Meet the guys who tape Trump’s papers back together**, Politico, 10 June 2018
- **UK National Archives to test blockchain tech for official record keeping**, CCN, 9 June 2018
File Issue Service Fees and Charges

If you use our File Issue services, please be aware that the fees and charges will be increasing from the 1st of August in line with CPI of 3.5%. The new schedule of fees will appear on our website on the day.

Please contact us if you have any queries or require further information about these changes or how to access these services at fileissue.qsa@archives.qld.gov.au.

Activities at the Archives

The first creative workshop at QSA was hosted by cartoonist Gary Clark on Saturday 14 July. Gary Clark is the award winning cartoonist behind the Swamp Cartoon, first published in the Sunshine Coast Daily in 1981. Twelve budding artists were guided through a series of techniques and skills that enabled them to develop their own cartoon character and create the first story board for a comic.

This workshop is part of the exhibition program for Sunshine Rebooted: the final Bjelke-Petersen Cabinet Minutes, exploring key Cabinet Minutes from 1987 that were released on 1 January this year. The program features analogue art-making skills in cartooning, screen printing and zine making that were used by artists and activists during this time. Bookings are still open for adults and children’s workshops on Eventbrite or through the QSA Facebook page.

Meet the QSA Team

Colleen Sippo - Archival Collections Archivist

Colleen has been at QSA for 2.5 years and for her first job she was trained as a music therapist but then changed to high school teaching. When Colleen graduated her Masters with the Australian Society of Archivists she received the 'Margaret Jennings' award for the highest academic achievement in Australia. Over to you Colleen:

I’m an Archival Collections Archivist at QSA, a job I’m passionate about. My role focuses around facilitating discovery and access to QSA’s vast collections where I get to be ‘hands on’ with some of Queensland’s most significant records. An important part of my work is adding or improving the existing catalogue description of individual records, record groups and information about government agencies that created the records, assisting clients to find the records they are seeking and to understand their context. It’s a large job, but incredibly rewarding – I come to work knowing I will improve access to QSA’s records every day.

Favourite movie The Secret Life of Walter Mitty
As a child I wanted to be: A vet
If I could eat only one thing for the rest of my life it would be: Cheese

QSA Website - Records Connect Blog - Subscribe to QCN - CORIM (Forum) - QSA Facebook - QSA 4gov Twitter