

SUMMARY OF CHANGES TO RECORDKEEPING SECTION OF FOR GOV WEBSITE

Queensland State Archives

Page colour legend: **Green** (new page); **Red** (removed); **Purple** (reviewed)

| Old Section | Old Page | New section | New page | What's changed? |
|------------------------------------|--|--|--|---|
| Strategically manage recordkeeping | Overview of recordkeeping for public authorities | Records governance and responsibilities | Overview of recordkeeping for public authorities | This section has been split into 2 – one section for the mandatory and legislative requirements, another for how you implement those requirements and any other requirements specific to your agency. The Records governance and responsibilities section outlines the mandatory requirements in legislation as well as standards, policies and guidelines issued by Queensland State Archives. Some pages were reviewed to ensure the advice aligns with the Records Governance Policy. |
| | Understand the records governance policy | | Understand the records governance policy | |
| | Understand your legislative obligations | | Understand your Public Records Act obligations | |
| | Find out about roles and responsibilities | | Find out about recordkeeping roles and responsibilities | |
| | | | Custody and ownership of records | |
| | | | Recordkeeping training and awareness | |
| | | Machinery-of-government and administrative changes. | | |
| | Determine business and technology requirements | Develop your agency's records | Determine your recordkeeping and business requirements | The former Strategically manage recordkeeping section has been split into 2 new sections. |

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| | | governance framework | Records governance framework requirements and functionality | The new Develop your agency's records governance framework section contains all the advice on how to implement your agency's legislative, business, and recordkeeping requirements and the Records Governance Policy. The advice in this section has been reviewed and updated to align with the Records Governance Policy. |
| | | | Technology and applications for managing records | |
| | Develop recordkeeping policies, procedures and tools | | Develop recordkeeping policies, procedures and tools | |
| | Review, monitor and report on recordkeeping | | Review, monitor and report on recordkeeping | |
| | | | Make changes to your records governance | |
| | | | Security and access to records | Formerly the <i>Decide and assign access permissions</i> page. This has been renamed, reviewed and moved to this new section. |
| | | | Decide what records to capture and how | These pages have been reviewed as part of the review of advice to align with the Records Governance Policy. |
| | | | Apply metadata to records | Both pages have been moved from the old Create and capture a record section to this new section. |
| | Assess and manage recordkeeping risk | | | Moved to the retitled Risk and disaster management section. |
| | Strategic recordkeeping examples | | All examples have been converted to blog posts and published on the Records Connect blog . | |
| Create and capture a record | | | | This section no longer exists. All pages that were here have been moved to other sections. |
| | Decide what to capture and how | | | Both pages have been moved to the new Records Governance Framework section above. |
| | Apply metadata to records | | | |

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| | Capture specific record types <ul style="list-style-type: none"> • Emails • Meetings and conversations • Texts and instant messages | | | All content about specific record types and activities have been moved to a new section Manage specific record types and activities . Individual pages have been created for each type, activity or category. For more information, see the notes for the new section below. |
| | Capture public records in private accounts | | | |
| Manage access to your records | | | | This section no longer exists. All pages that were here have been moved to other sections. |
| | Decide and assign access permissions | | | These 2 pages were combined as part of the review of advice to align with the Records Governance Policy |
| | Find, access and records | | | The new page, <i>Security and access to records</i> , now lives under the new Records Governance Framework section. |
| | Use digital rights management and encryption | | | This page has been moved to the new sub-section Store, protect and care for digital records |
| | Restrict access to records (Restricted Access Periods) | | | Links to these pages used to exist in this section. |
| | Provide access to closed records | | | These pages remain under the Transfer and manage records at QSA section . |
| | Access records after transfer to QSA (File Issue service) | | | |
| Keep and manage records | | Retention, disposal and destruction of records | | This section has been retitled and only contains records specific to retention and disposal of records. |
| | Search for a retention and disposal schedule | | Search for a retention and disposal schedule | All pages formerly under this section not specifically relating to retention, disposal, or schedules have been moved to new sections. |
| | Use a retention and disposal schedule | | About retention and disposal schedules | |

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| | Find out how long to keep records (sentence records) | | Find out how long to keep records (sentence records) | The <i>Use a retention and disposal schedule</i> page has been retitled to reduce confusion with the <i>Sentence records</i> page. | |
| | Identify permanent archival, enduring and intrinsic value records | | Identify records with permanent archival, enduring or intrinsic value | | |
| | Move records between office locations | | | These pages have been moved to the new sub-section Store, protect and care for digital records | |
| | Manage records when decommissioning business systems | | | | |
| | Keep and manage records examples | | | | |
| | | | | All examples have been converted to blog posts and published on the Records Connect blog . | |
| Store and preserve records | | Store, protect and care for records | | This sub-section used to be under Keep and manage records . It has been retitled and raised up to a primary level section. 2 sub-sections have been added for Digital and Physical records. | |
| | Select storage | | | <i>Select storage</i> and <i>Preserve records</i> pages have been split. | |
| | Preserve records | | | A new page has been created for the storage standards and environmental conditions recommended by QSA that apply to all formats and media. | |
| | | | Records storage standards and environmental conditions | New pages have been created based on format/media type and all content about that format/media type has been moved there. | |
| | | | Store and preserve magnetic, optical and audio-visual media records | These new pages cover both storage and preservation for that format/media type. | |
| | | | | Move records between office locations | This page has been moved from the former Keep and manage records section to here. No change to advice. |
| | Digitise records | | | Digitise physical records | Slight re-title of this page. No change to advice. |

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| | | Store, protect and care for physical records | Preserve, repair and conserve physical records | New sub-section created for all advice relating to the storage and preservation of physical records. |
| | Choose the right materials and formats paper | | Choose the right paper and appropriate materials | Moved to new Store, protect and care for physical records section. |
| | Control pests | | Control pests | No other changes to these pages. |
| | Prevent or treat mould | | Prevent and treat with mould | |
| | | | Salvage damaged records | Link to the page that lived under Risk and disaster management added to make it accessible when looking at advice about caring for physical records. |
| | | Store, protect and care for digital records | | New sub-section created for all advice relating to the storage and preservation of digital records. |
| | | | Digital records, storage media and systems | See notes above for <i>Select storage</i> and <i>Preserve records</i> . |
| | Migrate digital records | | Migrate digital records | Moved to new Store, protect and care for digital records section. |
| | Digital record formats | | File formats for long-term digital records | No other changes to these pages. |
| | | | Manage records when decommissioning a business system | These pages have been moved to or links added under this new section to keep all advice about storing and preserving digital records, and digital storage media, in one location. |
| | | | Use digital rights management and encryption | |
| | | | Cloud based storage and services | |
| | | | Records on mobile and smart devices | |
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| Keep and manage records → Keep and manage specific records | Surveillance records | Manage specific record types and activities | Surveillance and monitoring records | <p>This new page replaces the previous sub-section under Keep and Manage records.</p> <p>It has also been moved up to a primary level.</p> <p>This new page lists, and links to, the different types of activities and record types.</p> <p>Individual pages have been created for each activity or type.</p> <p>Some pages have been retitled slightly to make it clearer what they cover.</p> <p>This also includes some record types and activities that originally lived under 'Create and capture section'.</p> <p>Some types or activities have been combined into a single advice page where appropriate e.g. drafts, copies etc have been combined into a single page for <i>Transitory and short-term records</i>.</p> |
| | Mobile and smart devices | | Records on mobile and smart devices | |
| | Cloud storage and services | | Cloud based storage and services | |
| | Grants and grant funding | | Grants and grant funding records | |
| | Digital images, audio and video | | Digital images, audio and video records | |
| | Commissions of inquiry | | Commissions of inquiry records | |
| | Web content, websites and online resources | | Web content, websites and online resources | |
| | Social media and Yammer | | Social media records | |
| | Other activities and record types | | Backups | |
| | <ul style="list-style-type: none"> Information privacy Draft documents Copies Drafts, copies and other transitory records Digital signatures Credit cards Diaries of mayors and councillors Election records Lobbyist records | | Building Information modelling (BIM) records | |
| | | | Implement and use digital signatures | |
| | | | Legacy records | |
| | | | Lobbyist records | |
| | Local government records | | | |
| | Records required for legal proceedings and RTI requests | | | |
| | Outsourcing arrangements, third party and shared service providers | | | |

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| | <ul style="list-style-type: none"> Legacy records Records required for legal proceedings or RTI requests Shared service providers Backups | | <p>Transitory and short-term value records</p> <p>(Includes drafts, copies, credit card data etc)</p> | |
| | | | High value, high risk and vital records | <p>Advice about vital records used to live on the former <i>Business continuity planning</i> page and has been moved to this new page to sit with the other specific record types.</p> <p>This page has been reviewed and expanded to include high-risk and high-value records in accordance with the Records Governance Policy requirements.</p> |
| Destroy records | | Retention, disposal and destruction of records | | The Destroy records section has been removed. |
| | How to destroy records | | How to destroy records | All pages in this section have been moved to the retitled Retention, disposal and destruction of records section along with other advice pages about retention and disposal, sentencing, and schedules. |
| | Disposal freezes | | Disposal freezes | |
| | Apply for early or one-off disposal authorisation | | Apply for early or one-off disposal authorisation | |
| | Dispose of source records | | Dispose of source records | |
| | Donate, sell or loan records | | Donate, sell or give away records | |
| | Lost and damaged records | | This page has been moved to the retitled Risk and disaster management for records section. | |
| Records disposal examples | | | All examples have been converted to blog posts and published on the Records Connect blog . | |
| Transfer records | | | | |
| | Transfer records to QSA | | Transfer records to QSA | |

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| | Restrict access to records at QSA (Restricted Access Periods) | Transfer and manage records at QSA | Set restricted access periods for records transferred to QSA | This section has been retitled to make it clearer it covers all activities relating to transferring and managing your agency's records at QSA. Some pages have been retitled to better reflect the advice and topic. |
| | Provide access to closed records | | Provide access to closed records at QSA | |
| | Access records after transfer to QSA (File Issue service) | | Retrieve or access your agency's records at QSA (File Issue service) | |
| | Transfer records examples | | | All examples have been converted to blog posts and published on the Records Connect blog . |
| Disaster management for records | | Risk and disaster management for records | | This section has been retitled to better reflect the advice here. |
| | | | Assess and manage recordkeeping risk | This page has been moved from the former Strategically manage recordkeeping section to here to fit better with other risk related activities. |
| | Develop a disaster preparedness plan | | Business continuity and disaster planning for records | The former <i>Develop a disaster preparedness plan</i> page and the <i>Business continuity planning for records</i> page have been combined. |
| | Business continuity planning for records | | | Advice about vital records has been moved to the new <i>High-risk, high-value and vital records</i> page under the specific record types section. |
| | Respond during a disaster | | Respond and assess damage to records | Some pages have been retitled to better reflect the advice and topic. |
| | Recover and salvage your records after a disaster | | Recover and salvage damaged records | |
| | Lost and damaged records | | Disposal authorisation for lost and damaged records | |
| | Disaster planning and response resources | | Disaster planning and response resources | No change to this page. |
| | | | | Slight reorder of the pages in this section |

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| Machinery-of-government changes | About machinery-of-government and administrative changes | Machinery-of-government changes | Manage records during MOG changes | This section has also been moved and is now a sub-section under Records governance and responsibilities . |
| | Types of MOG and administrative changes | | Types of machinery of government changes | |
| | Identify and prepare records for transfer during a MOG or administrative change | | Identify and prepare records for transfer | |
| | Custody, ownership and responsibility for records during a MOG or administrative change | | Custody, ownership and responsibility for records during a MOG change | |
| | Manage and provide access to records during a MOG or administrative change | | Manage and provide access to records during MOG changes | |
| | Plan and draft a MOG or administrative change agreement | | Plan and draft a machinery-of-government change agreement | |
| | Transfer and manage records after a MOG or administrative change | | Transfer and receive records during a MOG change | |
| | What to do as the successor/receiving public authority in a machinery-of-government change | | What to do as the successor/receiving public authority in a MOG change | |
| | Prepare for a machinery-of-government or administrative change | | Prepare for a machinery-of-government change | |
| Find contacts, recordkeeping resources and suppliers | Contact Queensland State Archives | Find recordkeeping contacts, resources and suppliers | Contact Queensland State Archives | Addition of a link to the CORIM forum to make it easier to find and access. |
| | Publications, forms and templates | | QSA publications, forms and templates | No other changes to this section or pages. |

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| | Find recordkeeping resources and suppliers | | Find external recordkeeping resources and suppliers | |
| | | | Recordkeeping and information management community of practice | |
| | Client Services Charter | | QSA Client Services Charter | |
| Recordkeeping training | | Recordkeeping training and awareness | | This section has moved to the Records Governance and Responsibilities section and been retitled slightly. A link to this section remains under Find recordkeeping contacts, resources and suppliers . |
| | | | Delivery recordkeeping training and awareness programs | This is a new page. The advice on this page was moved from the <i>Recordkeeping roles and responsibilities</i> page. |
| | Recordkeeping and you eLearning | | Recordkeeping and you eLearning | No change to the training modules. |
| | Records management challenge eLearning | | Records management challenge eLearning | |