



# HOW TO COMPLETE THE APPRAISAL LOG TEMPLATE

The appraisal log provides information about why the records were created and how the agency determined the retention period for each record class in the schedule. Retention periods are determined by an agency's administrative, legal and fiscal requirements and consideration of the public records historical and community value.

The template is set to the standard required for submission to the State Archivist, so you don't need to change the font type and size.

## Cover page

Below provides details about what information you need to complete on the cover page.

Type of information	How to complete
Title of schedule	Insert the schedule title. This should be the same that is on the schedule.
Name of agency/sector/function	Insert the responsible public authority for agency schedules.
Date	DO NOT COMPLETE. QSA will insert the date once approved.

## Function

Include the same function title and scope note from the schedule. You don't need to include any see references that are included in the schedule.

## Activity

Include the same activity scope note from the schedule. You don't need to include any references that are included in the schedule.

## Record class description

Below provides details about what information you need to complete for each record class.

**NOTE:** Start a new page for each function and a new page for each activity.

Field	How to complete
Disposal Authorisation	Use the same reference that has been allocated in the schedule. QSA will allocate the numbers.

Field	How to complete
Description of record and retention period	Use the same record class title, scope note and retention period and trigger from the schedule.

## Record class justification

Below provides details about what information you need to complete the justification section of the appraisal log.

Field	How to complete
Why are these records created	<p>Provide a brief description of why these records were created.</p> <p>Include information about:</p> <ul style="list-style-type: none"> <li>the business environment or business purpose for the records</li> <li>whether the records are unique</li> <li>how the records relate or interact with other business areas when performing activities</li> <li>the who, what, where, why and how these records are created.</li> </ul>
Why the records are retained for this retention period	<p>Provide justification for why the records need to be kept for the proposed retention period.</p> <p>Include (where applicable) if the retention period is specifically mandated in legislation.</p> <p>Think about:</p> <ul style="list-style-type: none"> <li>how long are the records required as evidence of business activities</li> <li>is there more than one area that has an interest in these records</li> <li>how frequently are the records referred to</li> <li>community needs and expectations about keeping the records</li> <li>any retention periods set in legislation.</li> </ul>
Applicable legislation/standards	<p>Provide details about the regulatory requirements for this record class.</p> <p>Include where appropriate:</p> <ul style="list-style-type: none"> <li>the name of the Act or Regulation or industry standard</li> <li>the number of the specific section that requires the creation of this record or sets out the disposal of this record.</li> </ul> <p>Where a number of different sections of legislation require the creation of records just state the name of the legislative requirement.</p>
QSA permanent appraisal characteristics	<p><b>ONLY COMPLETE IF THE RETENTION PERIOD IS PERMANENT.</b></p> <p>Refer to the <a href="#">QSA Appraisal Statement</a> on which characteristics the record meets for permanent value. In the appraisal log, remove the numbers are not relevant to the record class.</p>
Why do these records need to be kept permanently	<p><b>ONLY COMPLETE IF THE RETENTION PERIOD IS PERMANENT.</b></p> <p>Provide details on why these records should be retained permanently.</p> <p>Think about:</p>

Field	How to complete
	<ul style="list-style-type: none"> <li>• is there a specific group of stakeholders associated with, or potentially concerned about, these records</li> <li>• do the records provide evidence of Queensland government deliberations</li> <li>• are the records a source of authority, foundation and structure of Queensland government.</li> </ul>
Comparison with other schedules' retention period	<p>Where available, use schedules from other jurisdictions or approved Queensland schedules that are similar to the agency's functions to benchmark record classes in the schedule.</p> <p>Use the following template:</p> <p><i>Name of agency Name of schedule (include document no. if available)</i>  Reference number Record class title or scope note – Retention period</p> <p>Example:</p> <p><i>Territory Records (Records Disposal Schedule) – Territory Administrative Records Disposal Schedules-Government Relations Records) Approval 2011 (No 1) NI2011-84 Reference 007.005.002 Advice – Retain as Territory archives</i></p> <p><i>Territory Records (Records Disposal Schedule – Gambling and Racing Regulation Records) NI2004-476 Reference 1.2.1 Records documenting appeals made to the ACT Administrative Appeals Tribunal relating to decisions made by the ACT Gambling and Racing Commission – Destroy 7 years after appeal finalised</i></p>
Other comments/factors for consideration	<p>Include any other comments that might be relevant to these records. For example, you might include who was consulted in the business for these records.</p>
Previous schedule references	<p><b>ONLY COMPLETE IF A SCHEDULE IS BEING SUPERSEDED.</b></p> <p>Provide the current record class details that are going to be superseded by this schedule.</p> <p>Use the following template:</p> <p><i>Name of agency Name of schedule (include document no. if available)</i>  Reference number Record class title or scope note – Retention period</p> <p>Example:</p> <p><i>Queensland Office of Gaming Regulation Retention and Disposal Schedule QDAN530 v.1 Reference 1 Machine gaming site files – Retain for 7 years after last action</i></p>