



<b>Queensland Disposal Authority Number (QDAN)</b>	<b>: 678</b>	<b>Version: 1</b>
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<b>Approved by State Archivist</b>	<b>: Ms Janet Prowse</b>	
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### Scope of Retention and Disposal schedule

This Retention and Disposal Schedule authorises the disposal of digital source records that have been successfully migrated from one hardware/software configuration to another; or from one generation of computer technology to a subsequent generation. Digital source records are those records that have been migrated and replaced by migrated records.

This Retention and Disposal Schedule covers specifically the disposal of digital source records that have been successfully migrated as part of a planned and documented migration project e.g. the migration of a finance or electronic recordkeeping system to a new system. This schedule does not cover digital source records that are routinely migrated as part of normal business practice (e.g. the transfer of an email into an eDRMS). The disposal of such records is covered by section 18 of the *General Retention and Disposal Schedule for Administrative Records (QDAN 249)*.

This Retention and Disposal Schedule does not authorise the disposal of hard copy or paper public records that have been digitised. The disposal of such records is covered by the *Digitisation Disposal Policy* and the *General Retention and Disposal Schedule for Original Paper Records that have been Digitised (QDAN 656)*.

Further guidance for public authorities on managing digital source records and migrated records is available in *Migrating digital records: a guideline for Queensland public authorities*, which along with the Retention and Disposal Schedules and policies mentioned above are available on the Queensland State Archives' website at [www.archives.qld.gov.au](http://www.archives.qld.gov.au)

### Authority

Authorisation for the disposal of public records is given under s.26 of the *Public Records Act 2002* (the Act).

No further authorisation is required from the State Archivist for records disposed of under this schedule. However, the disposal of all public records must be endorsed by the public authority's Chief Executive Officer, or authorised delegate, in accordance with *Information Standard 31: Retention and Disposal of Public Records*, and recorded in the public authority's disposal log.



Public records that are not covered by an approved Retention and Disposal Schedule cannot be disposed of by a public authority. Disposal of public records not covered by an approved Retention and Disposal Schedule is a contravention of s.13 of the Act.

## **Disposal**

Prior to the disposal of digital source records, the public authority must ensure that the public records produced following a planned and documented migration process, are managed as full and accurate records in accordance with *Information Standard 40: Recordkeeping* and retained for as long as they are required under a Retention and Disposal Schedule approved by the State Archivist. Public authorities must also ensure that agreed quality assurance procedures are signed off by an appropriate delegate and the disposal of public records documented in accordance with *Information Standard 31: Retention and Disposal of Public Records*

## **Retention of records**

All of the retention periods in this schedule are the minimum period for which the sentenced digital source records must be maintained. Public records cannot be disposed of prior to the expiration of the appropriate retention period. However, there is no requirement for public records to be destroyed at the expiration of a minimum retention period.

A public record must be retained for longer if:

- (i) the public record is or may be needed in evidence in a judicial proceeding, including any reasonably possible judicial proceeding
- (ii) the public record may be obtained by a party to litigation under the relevant Rules of Court, whether or not the State is a party to that litigation
- (iii) the public record must be retained pursuant to the *Evidence Act 1977*
- (iv) there is a current disposal freeze in relation to the public record, or
- (iv) there is any other law or policy requiring that the public record be retained.

This list is not exhaustive.

Public records which deal with the financial, legal or proprietary rights of the State of Queensland or a State related Body or Agency regarding another legal entity and any public record which relates to the financial, legal or proprietary rights of a party other than the State are potentially within the category of public records to which particular care should be given prior to disposal.

Public records subject to a disposal freeze issued by the State Archivist must be retained until formal notification is given by the State Archivist that the freeze no longer applies.

For further advice on the applicability and implementation of this Retention and Disposal Schedule, please contact Agency Services at Queensland State Archives on (07) 3131 7777.



## 1. DIGITAL SOURCE RECORDS

*This section covers digital source records that have been successfully migrated from one hardware/software configuration to another, or from one generation of computer technology to a subsequent generation.*

*For advice on the implementation of this Retention and Disposal Schedule please refer to Migrating digital records: a guideline for Queensland public authorities, which is available on the Queensland State Archives' website at [www.archives.qld.gov.au](http://www.archives.qld.gov.au).*

Reference	Description of Records	Status	Disposal Action
1.1	<b>DIGITAL SOURCE RECORDS</b> <i>Digital source records that have been subject to migration processes and replaced by digital records that have been checked and verified by an appropriate delegate using quality assurance procedures.</i>		
1.1.1	<b>Digital source records</b> Digital source records where: <ul style="list-style-type: none"><li>• the public authority maintains a verified migrated version of the record and</li><li>• the migrated version of the record is managed and retained for the full retention period approved in a current Retention and Disposal Schedule authorised by the State Archivist.</li></ul>	Temporary	Retain digital source records until quality assurance procedures have been completed and signed off by the appropriate delegate.