MACHINERY OF GOVERNMENT CHANGES CHECKLIST

Queensland State Archives

Getting Ready …

Identify the type of MOG and the public authority with ongoing responsibilities

☐ Find out what type of MOG it is and what functions and/or agencies are impacted.

☐ Check for legislation enabling the MOG and see if it includes any provisions relating to records.

☐ Identify the successor (receiving) public authority, that is, the public authority that takes on ownership of, and responsibility for, the records of an abolished, privatised public authority or transferred function. *Contact QSA where the successor public authority is unclear.*

Identify the records

☐ Identify all public records of the function(s) involved in the change, including electronic records, non-current records, records in secondary storage, archival records held at QSA, and any equipment or business systems required to manage and/or access the records.

☐ Identify any additional hardware, software or equipment that may be needed to use, store or access the records.

☐ Determine which of the identified records are to be transferred. This may just be the records required for the continuation of business, or it may be all of the records depending on the type of MOG change. **Note:** *if a function is transferred to another authority, all records need to be transferred as well unless legally disposed of first.*

☐ Make a list of all public records to be transferred. Include file title or description; format; volume; date range; location and disposal action (if applicable)

Identify disposal coverage of the records

☐ Identify the relevant retention and disposal schedule that covers the records. Contact the Government Recordkeeping team to discuss retention requirements if the records are not covered by an approved schedule.

☐ If any of the records are temporary and are no longer required for business use and have also reached the minimum retention period, these can then be destroyed according to your agency's disposal policy and procedures.

☐ If any of the records are permanent and no longer required for business use, these can be transferred to Queensland State Archives.

Management of Records

☐ Identify any specific recordkeeping requirements for the records to be transferred, particularly around their management – look at the risks, legislative requirements, usability, custody and ownership and access to records.

☐ Identify which records are to be loaned to the private entity and which will need to be copied instead. *Applies to outsourcing and privatisation - contact QSA for more information.*

☐ Consult ICT areas on the transfer of electronic records.

Reach agreement

☐ Reach an agreement about:

- how the records should be managed, including destruction of records, storage, security etc.

- the recordkeeping responsibilities of all parties involved

- arrangements for access to records – particularly when multiple organisations need access to the same records

- how electronic records will be managed

- who will have custody of public records that cannot be split

During change …

Transfer the records

☐ Provide the receiving agency with the detailed list of records to be transferred.

☐ Securely pack physical records for transfer to the receiving agency.

☐ Transfer to the receiving agency any control records or metadata relating to the transferred records.

☐ Transfer any extra equipement, software, or hardware required to access or store the records as agreed in the planning stages

☐ Document the transfer of all records.

Post-Transfer …

Note: This may also apply to the successor/receiving public authority.

Check the records

☐ Keep copies of the records for a reasonable period of time afterwards to give the receiving agency time to complete all the necessary data quality checks.

☐ Make sure the records, including any control records or metadata, were transferred or migrated properly, that they are complete and that they all still remain usable and accessible.

Update records management systems and tools

☐ Check that all records and any additional equipment were received correctly and that they remain usable and accessible (*for the receiving authority).*

☐ Incorporate any transferred public records into your agency's recordkeeping system.Transferred records should be closed and new ones created if required and linked to the closed files to show a clear separation between the two agencies' records (for the receiving authority).

☐ Update any control records or records metadata to include details surrounding the transfer, including the date and the organisation they were transferred to/from (for receiving and transferring authority).

☐ Update any recordkeeping tools and systems, including business classification schemes and thesaurus to ensure that current activities of the transferring and receiving agencies are reflected (*for receiving and transferring authority).*

Contact the Government Recordkeeping Team to ensure there is ongoing disposal coverage for the records, or to initiate a review of your agency's retention and disposal schedule (*for receiving and transferring authority).*