



IDENTIFYING LEGISLATIVE RECORDKEEPING REQUIREMENTS

Queensland State Archives

To help with developing a retention and disposal schedule and appraisal log, Queensland State Archives (QSA) recommends that you identify and map the legislation your agency is responsible for administering.

Use the [Legislative mapping template](#) to map your agency's legislation.

See [How to complete a legislative mapping template](#) to help you complete the mapping.

What is legislative mapping?

Legislative mapping helps agencies to identify and document the recordkeeping requirements of legislation that is relevant to their agency.

This may include legislation that:

- enables agency's to carry out their business
- your agency administers.

Regulations issued under relevant legislation should also be mapped for recordkeeping requirements.

Why legislative mapping is useful

Legislative mapping assists in identifying all explicit and implicit recordkeeping requirements that are prescribed in legislation and ensures that these requirements are covered in a retention and disposal schedule. Legislative mapping is also useful to determine what functions and activities your agency is responsible for and what public records you should be creating. You can submit your legislative mapping to QSA in order for us to review the schedule and appraisal log if you wish.

Mapping legislation your agency needs to comply with

You only need to map legislation targeted or specific to your agency or sector. There is no need to map legislation that is common to all agencies, e.g. *Public Records Act 2002* or *Right to Information Act 2009*.

What to look for when mapping legislation

When mapping legislation, you are listing all of the provisions and noting any recordkeeping implications such as creation or retention of records.

Look for provisions that:

- set out the role, function and powers of the agency
- contain requirements to create records either implicitly or explicitly
- set out processes that must be followed that imply that records should be created
- contain information on how long records must be kept
- contain information that help to determine retention periods, e.g. length of appeal period.

Explicit and implicit recordkeeping requirements

Legislation may contain explicit and implicit recordkeeping requirements.

Explicit recordkeeping requirements state that a record must be created and kept. Examples are:

- licensing applications must be in writing
- must keep a register of development applications.

Implicit recordkeeping requirements will imply that a record must be created or received relating to a specific process. Examples are:

- applications must be assessed
- may request further information from the applicant.

More Information

For more information on legislative mapping, please visit the [Resources and tools for records management](#) webpage or contact us on (07) 3037 6630 or rkqueries@archives.qld.gov.au.