Public Records and Information Management Engagement Network

Terms of Reference | September 2024

1. Background

Queensland State Archives (QSA) has established this Community of Practice (CoP) to promote communication and awareness on issues affecting records and information management for Queensland public authorities. Key drivers include:

- the *Public Records Act 2023* (PR Act 2023)
- QSA's digital archive and impacts for the digital recordkeeping ecosystem, including digital preservation and digital transfer requirements
- Recordkeeping Policy Framework and mandatory recordkeeping standards.

2. Purpose

Community of Practice members will form part of early engagement on QSA initiatives and act as a consultation group.

Participating in this CoP provides an opportunity to:

- collaborate with QSA on the development and evaluation of records and information management advice
- participate in the establishment and regular review cycle of mandatory standards and the supporting guidelines to address identified recordkeeping issues
- share knowledge and advice on digital recordkeeping and digital preservation issues and have a voice in uplift capability in this area
- collaborate with QSA on the training and educational requirements of public authorities.

Working parties drawn from CoP membership may be established to undertake specific activities as required.

3. Objectives

Key objectives of the CoP are to:

- establish a forum for the exchange of current trends, experiences, challenges and solutions for recordkeeping in a digital ecosystem which encompasses digital intellectual control over physical records
- engage in the early development and review of recordkeeping advice, including standards, policy, guidelines and advice issued by QSA
- provide opportunities for participants to develop and refine digital preservation awareness and capability in line with their overarching records and information management practices
- connect members with other Queensland public authorities.

4. Membership and roles

4.1 Composition

The CoP is a voluntary, non-decision making group. Membership is open to records and information management professionals from across Queensland public authorities. QSA welcomes all levels of maturity to join, but participants are expected to have records/information management responsibilities in their public authorities.

Public authorities can nominate two representatives to participate in the CoP and are requested to reach an internal decision about who to nominate. For larger organisations QSA may invite additional representatives. QSA will review membership to ensure adequate cross-sector representation.

4.2 Delegates

Delegates may attend if the primary representative is not able to attend.

4.3 Guests

Members may wish to invite other SMEs (e.g. system analysts, migration experts, compliance specialists) to attend CoP meetings where relevant.

As CoP meetings are anticipated to establish an exchange of ideas and information, attendees are encouraged to engage in discussions and be willing to volunteer knowledge, information and experiences.

4.4 Secretariat

QSA will chair and provide the Secretariat for CoP meetings. QSA will ensure that information presented is up to date and relevant.

5. Meetings

5.1 Meeting frequency

Working methods of the CoP are outlined below:

- QSA will hold four CoP meetings per year.
- Meetings will be 2.5 hours, which includes a 30 minute networking break.
- Meetings will be held via Teams, however participants will also have the opportunity to attend on site at QSA, 435 Compton Road, Runcorn.

5.2 Agenda and meeting papers

- QSA will prepare an Agenda and meeting papers.
- CoP members are invited to submit agenda items.
- Agenda items are to be forwarded to the Secretariat two weeks prior to the meeting.
- The agenda will be distributed to CoP members approximately one week prior to each meeting.

5.3 Meeting records and chat facility

- The Secretariat will record general discussion points and may share broader issues raised through other QSA communications channels, including newsletters, online advice blogs published on the QSA website, webinars and targeted consultations on specific issues.
- An offline chat facility (e.g. through SharePoint) will be established to enable regular collaboration and information sharing between members outside of scheduled CoP meetings.
- Members are to advise the Secretariat of changes in contact details.
- The Terms of Reference and membership for the CoP will be reviewed biennially.