

Public Records & Information Management Engagement (PRIME)

Queensland State Archives' Community of Practice

Acknowledgement of Country

I would like to acknowledge the Traditional Owners of the land on which we meet today.

I would also like to pay my respects to their Elders past and present, and to our Aboriginal and Torres Strait Islander friends with us today.



Today's Agenda

- Introduction to the PRIME Network
- Digital Transfers – a reflection on our pilot digital transfers
- Q&A with recent pilot agencies
- BREAK (5 mins)
- Results from QSA Digital Holdings Survey 2023-24
- Update on QSA website changes
- Update on Public Records Act 2023 implementation



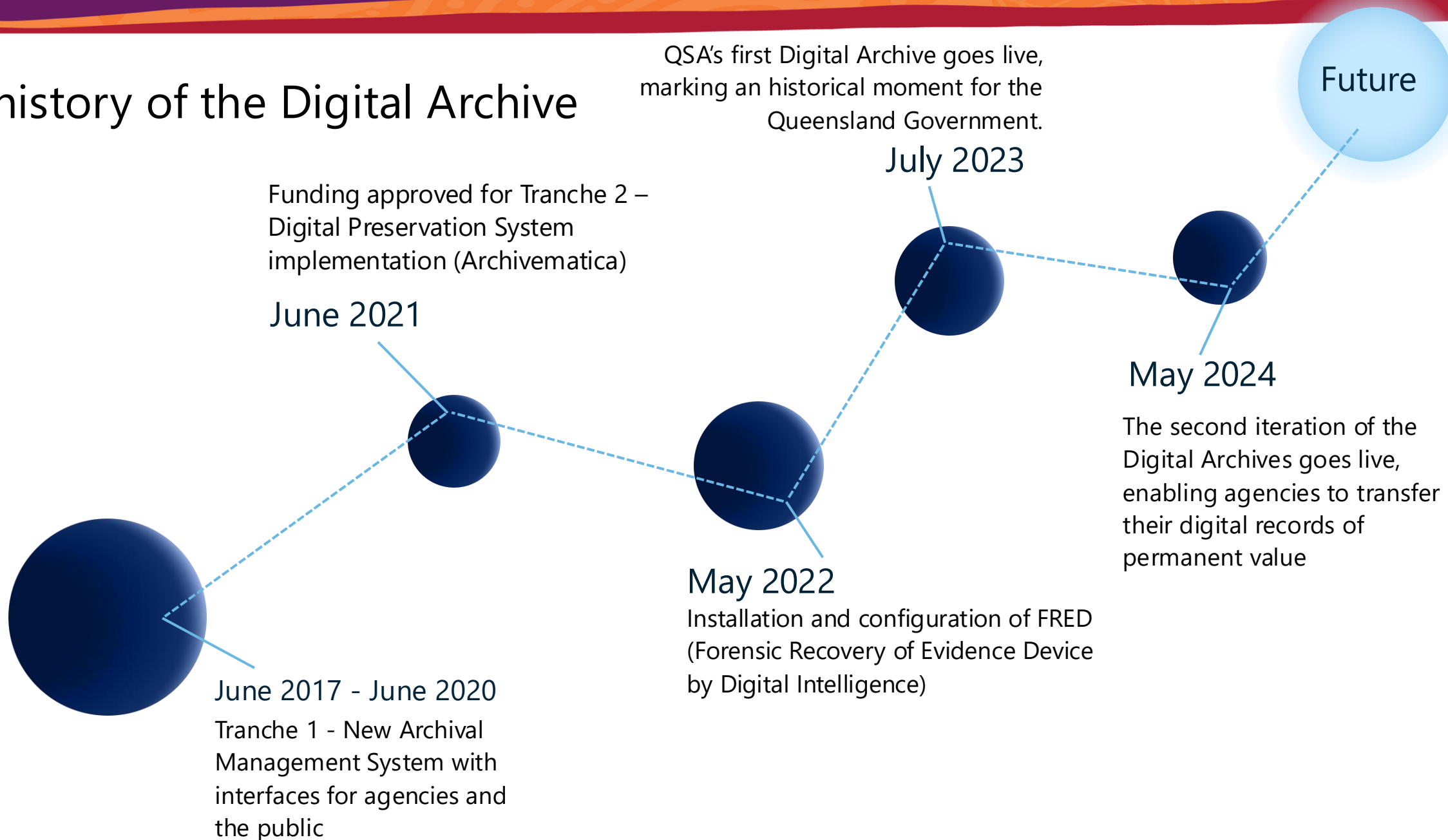
Introduction to the PRIME Network

- Key objectives for this forum
- Active participation in these sessions is strongly encouraged
- A place for all levels of records and information maturity

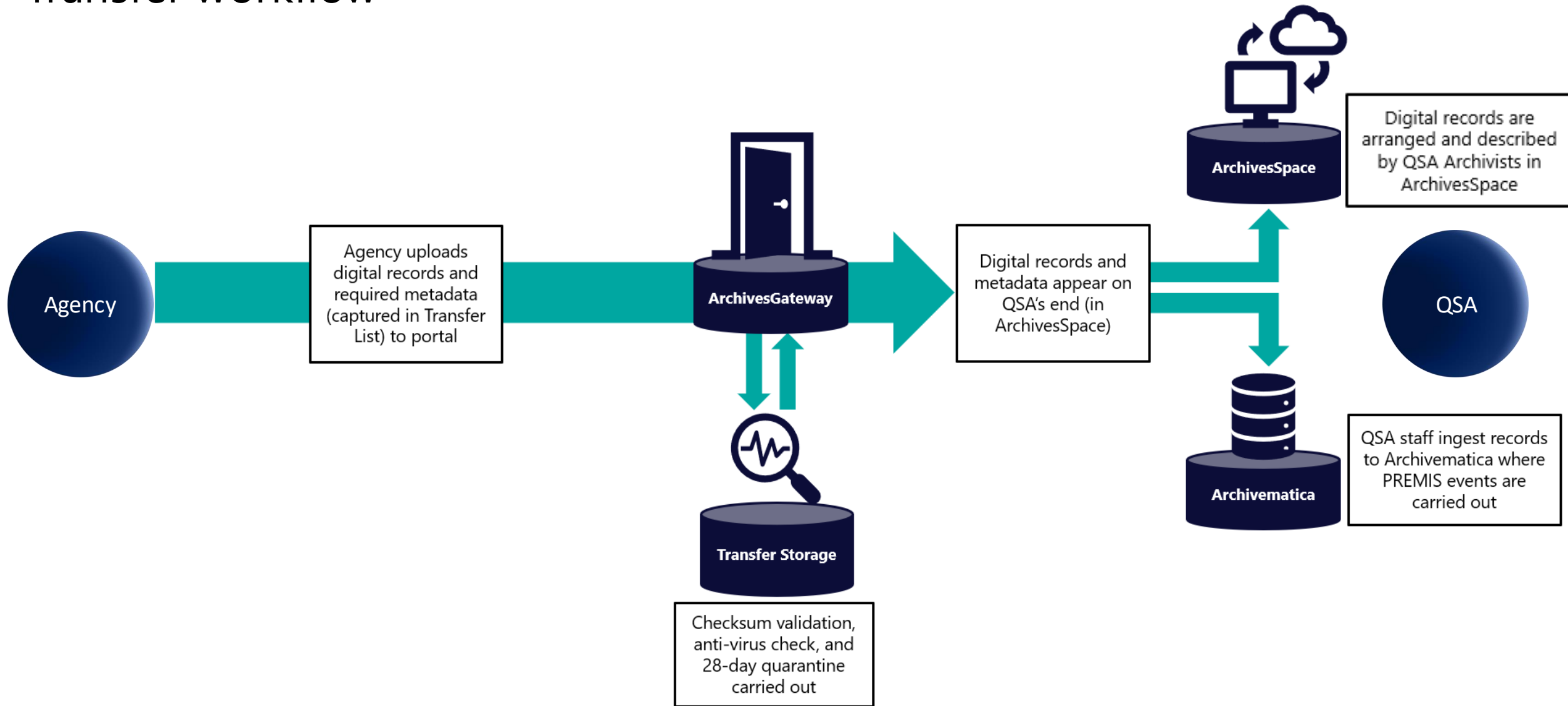
Digital Transfers

A reflection on the first five months of pilot digital transfers

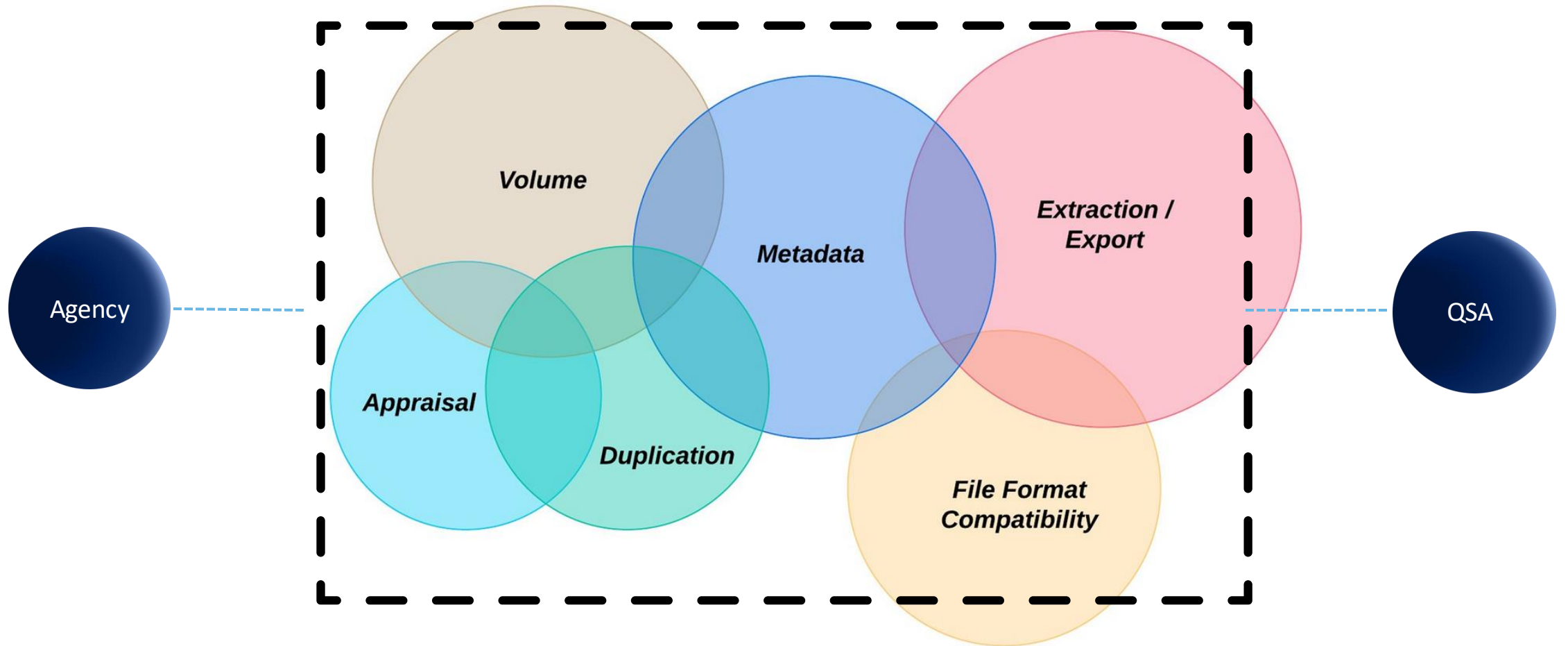
Brief history of the Digital Archive



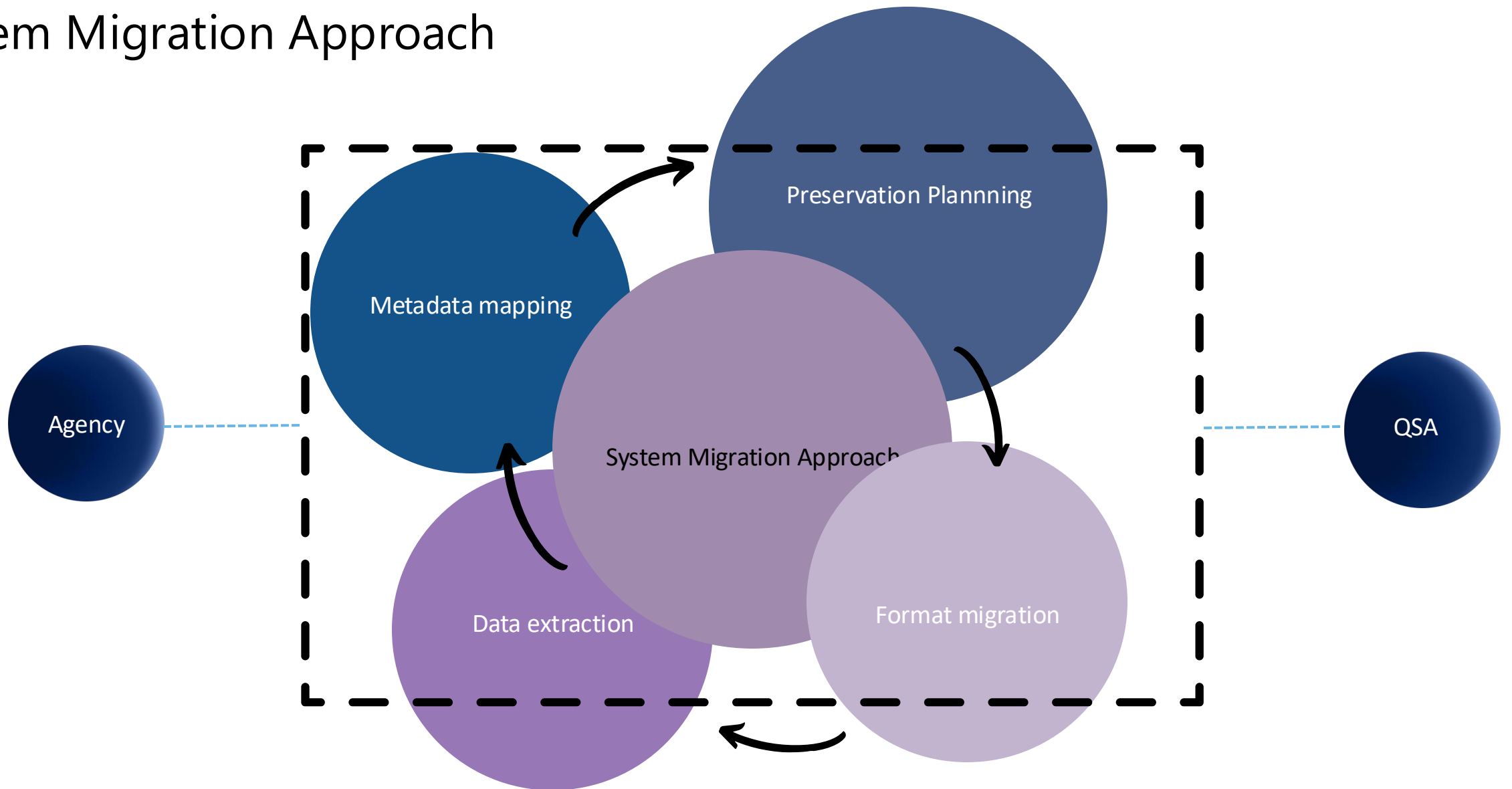
Transfer workflow



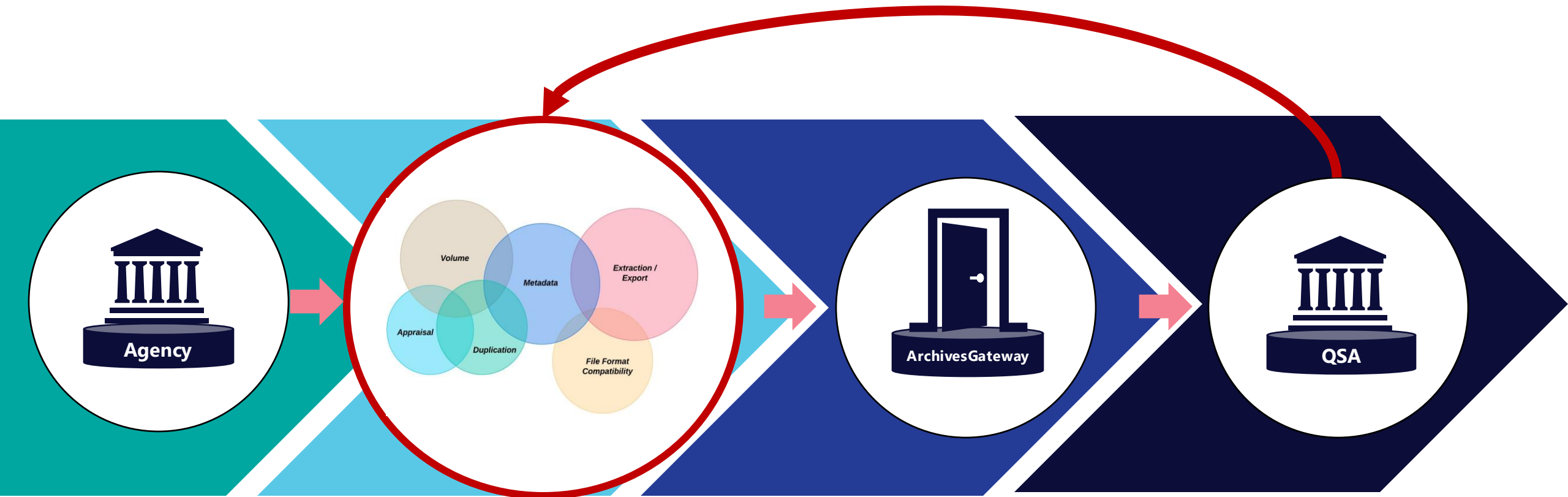
The challenges...



System Migration Approach



Where the collaboration needs to happen



- Active participation is required from both QSA and Agencies in overcoming the challenges identified
- The focus needs to be on improving the health of digital records (both permanent value and medium to long term) in situ to minimise the challenges faced down the road

Adopting digital preservation activities

The required preparation for digital transfers is already introducing preservation activities to Agency practices

These tasks are also applicable for digital records remaining within an Agency's environment

File integrity checks



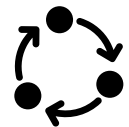
Safe extraction processes



File format identification

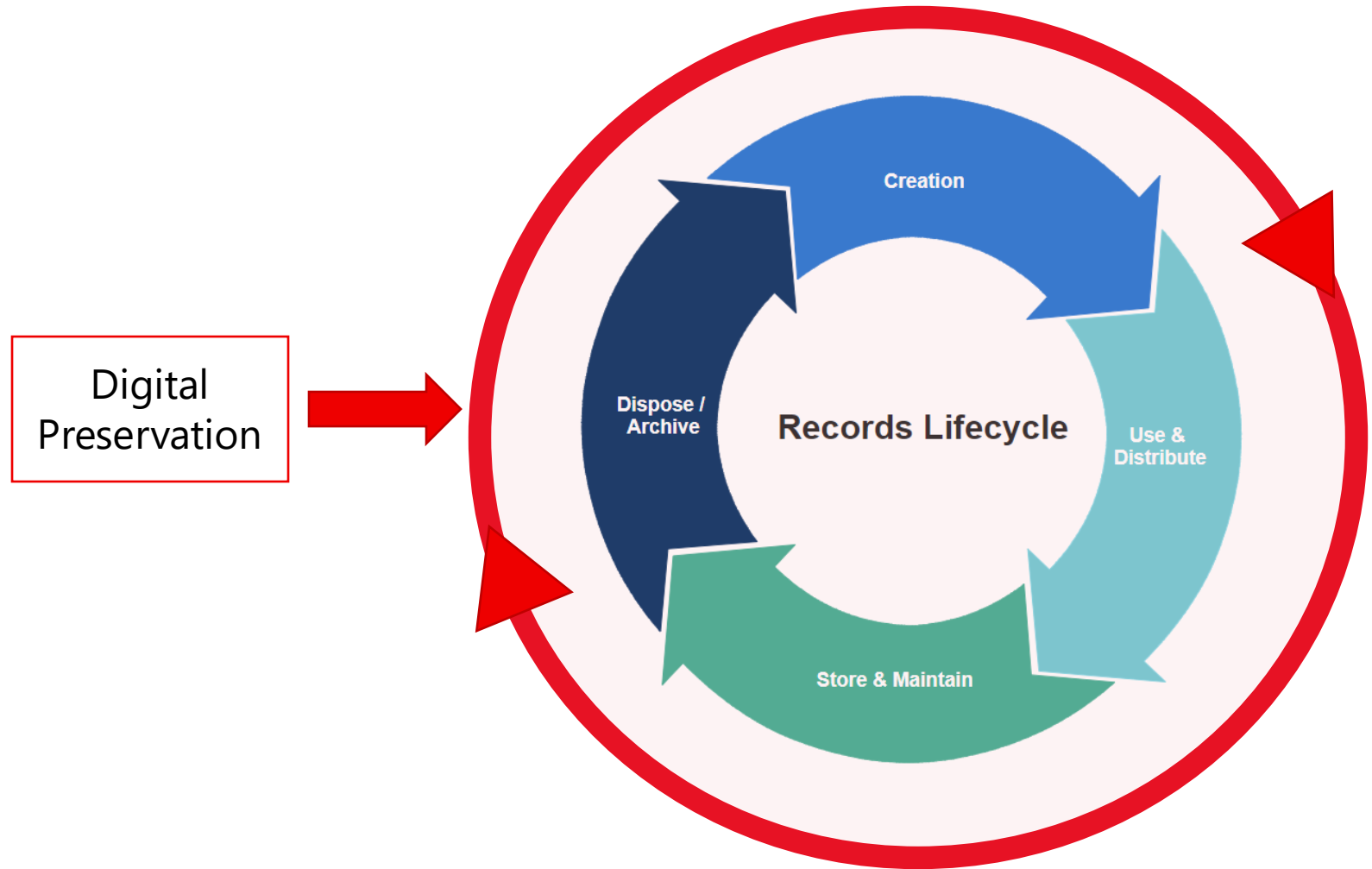


Robust workflows

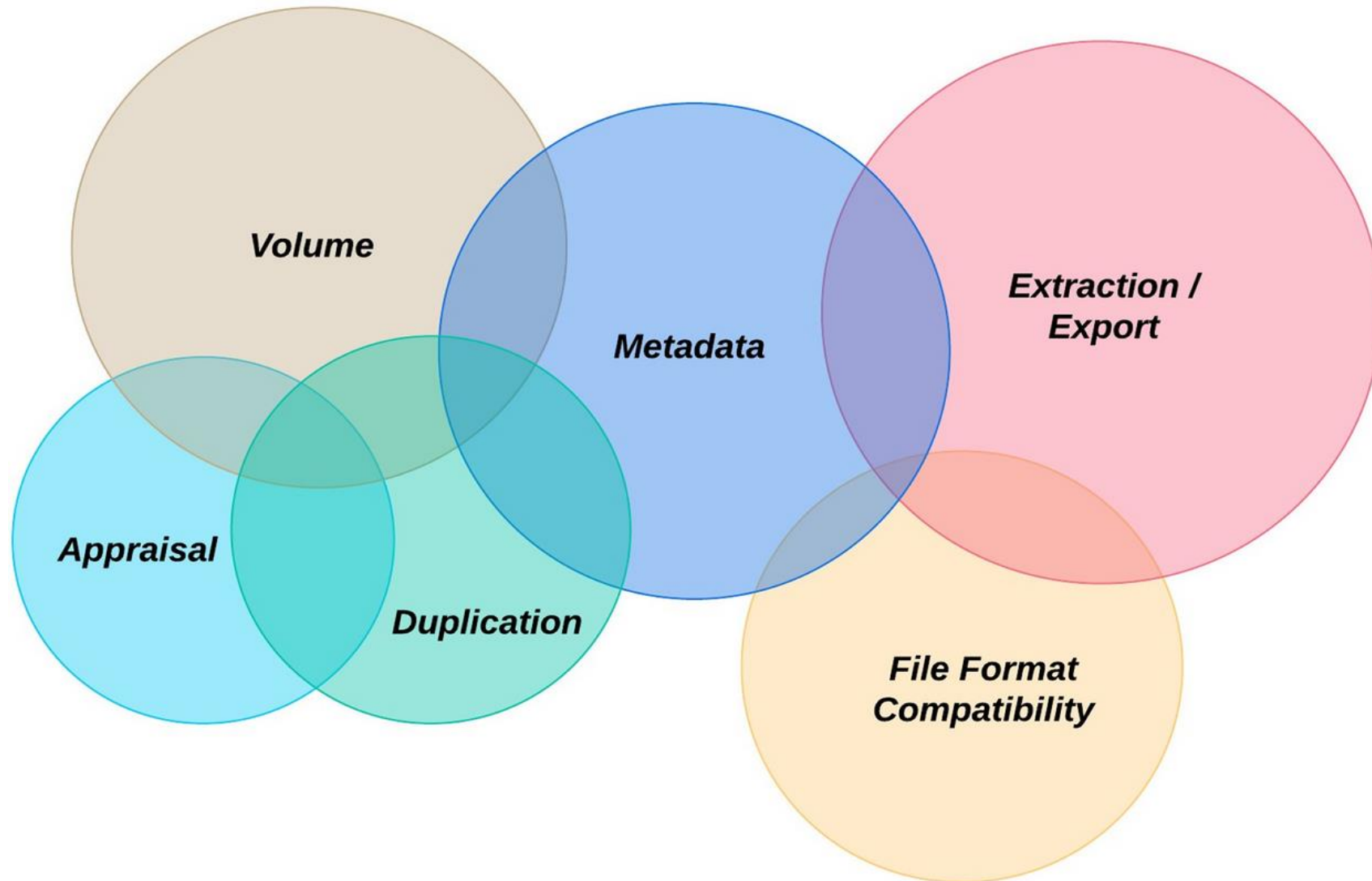


Where it all starts

- All Agencies in Queensland Government have a responsibility to **safely maintain and preserve** complete and accurate public records they create (in accordance with the *Public Records Act 2002*)
- Digital preservation activities need to be considered for all digital records with **long-term retention** requirements
- These activities should go hand in hand with **records and information management** processes



Your perspective...



Q&A with recent pilot agencies



What we've received so far...

- Since 'Go-Live' in May 2024, QSA has received 6 digital and hybrid transfers from **5** Public Authorities
- **5** more digital transfers are incoming over the next **4 weeks**
- Transfer sizes have varied:
 - Smallest = 0.046 MB
 - Largest = 6,795 MB
- **372GB** of permanent value records are now ingested and preserved



A moment in QSA history! Amy Ibbotson and Jonathan Knox visiting Susan Coleman and Renae Iconomidis at the Department of Education for the first ever digital transfer. Photo credit: Department of Education

What do some of our Public Authorities have to say?



Department of Education

Susan Coleman,
Manager Enterprise Information Services

Renae Iconomidis,
Senior Information Officer

Department of Justice & Attorney General

Derek Clear,
Principal Information Consultant

Stretch Break – 5 mins



<https://www.bhf.org.uk/information-support/heart-matters-magazine/activity/exercises-for-lower-back-pain>

QSA Digital Holdings Survey 2023-24

Queensland State Archives (QSA) - Digital Archive - Agency Digital Holdings Survey		(QSA Use Only) Unique Response ID	QADHS_3_
<p>QSA now has a Digital Archive and commenced ingesting Qld Government Agency records in mid 2024. As part of planning for future transfers, QSA is seeking to understand the type and volume of permanent born digital records which agencies currently hold, and if there is the potential for ingest into our new QSA Digital Archive.</p> <p>By completing this survey, your agency may be eligible to be among the first agencies to take advantage of transferring your born digital records to QSA and therefore releasing valuable storage and associated costs.</p>			
Profile	Respondent Details		
	Agency Full Name <input type="text"/>	Agency Short Name <input type="text"/>	(Acronym (if applicable))
	Contact Details		
	Full Name <input type="text"/>	Contact Title <input type="text"/>	Business Unit <input type="text"/>
	Email Address <input type="text"/>	Contact Phone <input type="text"/>	
	Q1 How many employees (full-time equivalent) are currently working in your agency?	*	<input type="text"/> (select)
	Q2 Are the records of your core business covered by a current retention and disposal schedule (RDS) ?	*	<input type="text"/> (select)

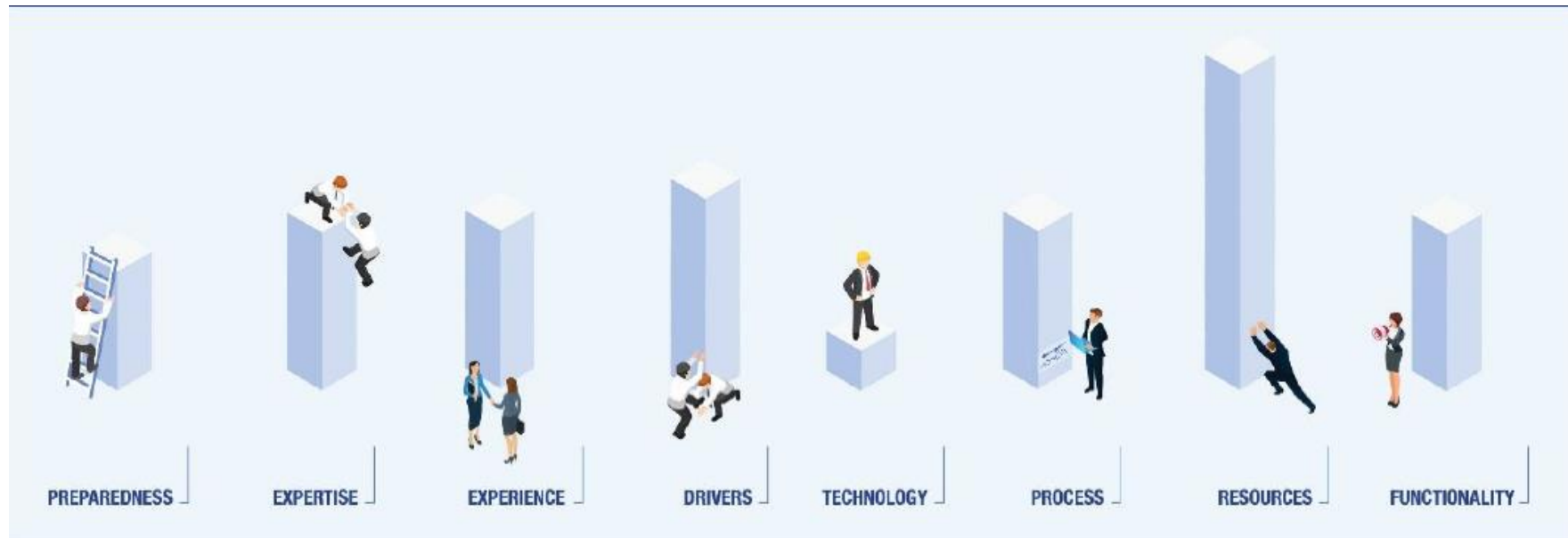


Current digital landscape in Queensland Government

- Between Dec 2023 and September 2024, QSA invited 157 Agencies within Queensland Government to complete a **Digital Holdings Survey**
- The aim of the survey was to help QSA:
 - estimate the volume of digital records held by Queensland Government Agencies
 - identify Pilot Agencies for the first digital transfers into the QSA Digital Archive
 - guide the development of tools that Agencies require to facilitate transfers
 - improve process efficiency and productivity through targeted Agency support
- QSA received completed survey results from 86 Agencies
- Please note that the results from the third survey round conducted in September targeting Regional and Local Government Agencies are still being analysed and not included in today's stats

Current digital landscape in Queensland Government

We asked our public authorities some questions by the following categories



Each respondent was also asked to consider overall what would be the biggest obstacle hindering that agency from transferring digital records to Archives

Top 5 identified blockers to digital transfers across Australasia



Resources



Drivers



Preparedness



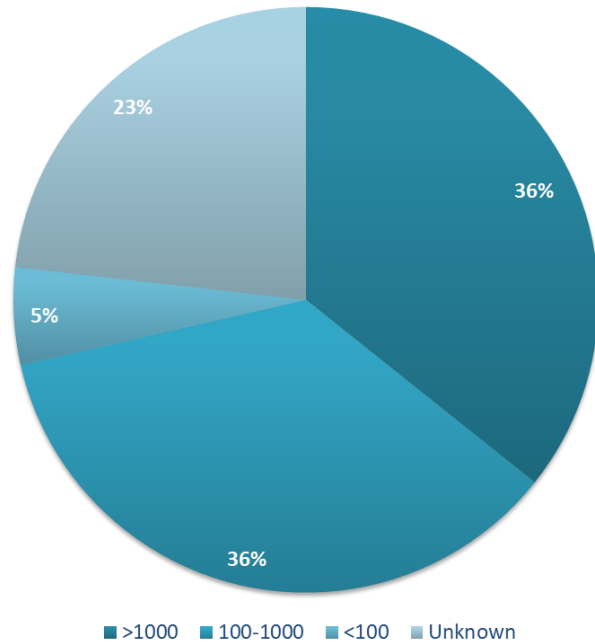
Functionality



Process

Key findings from Queensland

Volume of Permanent Digital Records (GB)



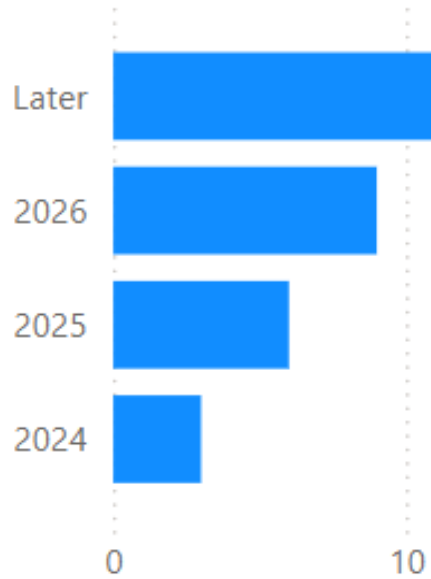
Above: Common barriers to digital transfers identified by Agencies

53.5%

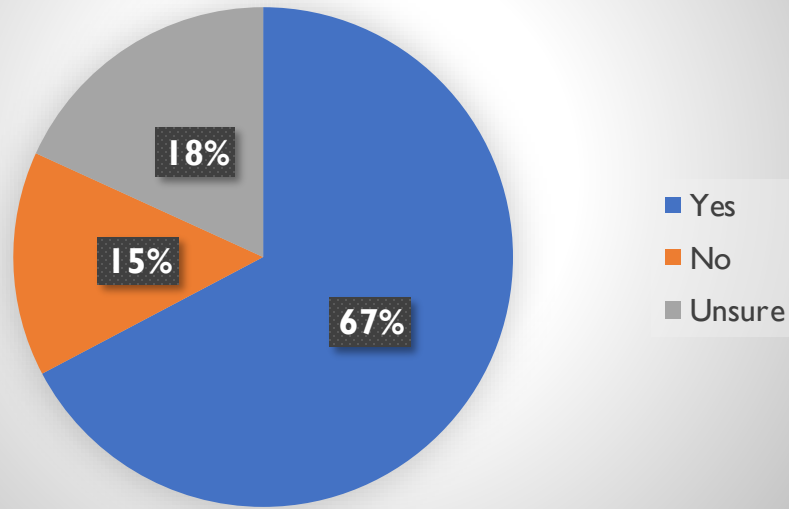
Agencies who knew their digital records were covered by a Retention & Disposal Schedules

Key findings from Queensland

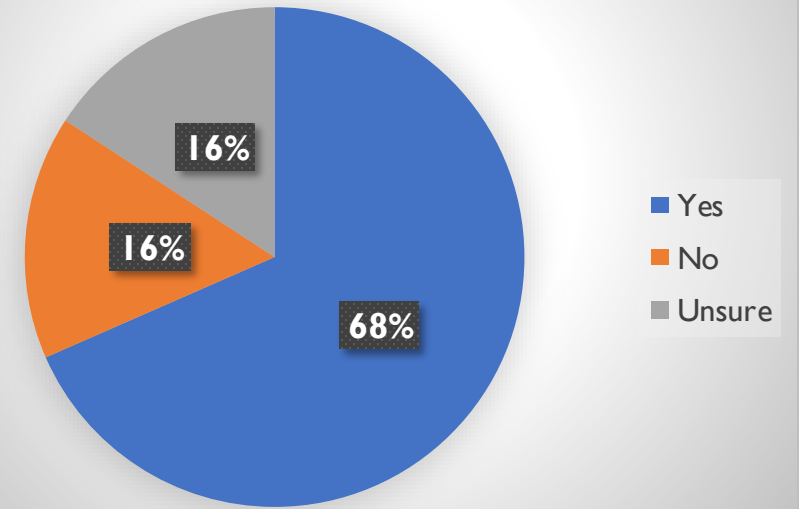
Agencies intending to transfer



Agencies with I.T Support available

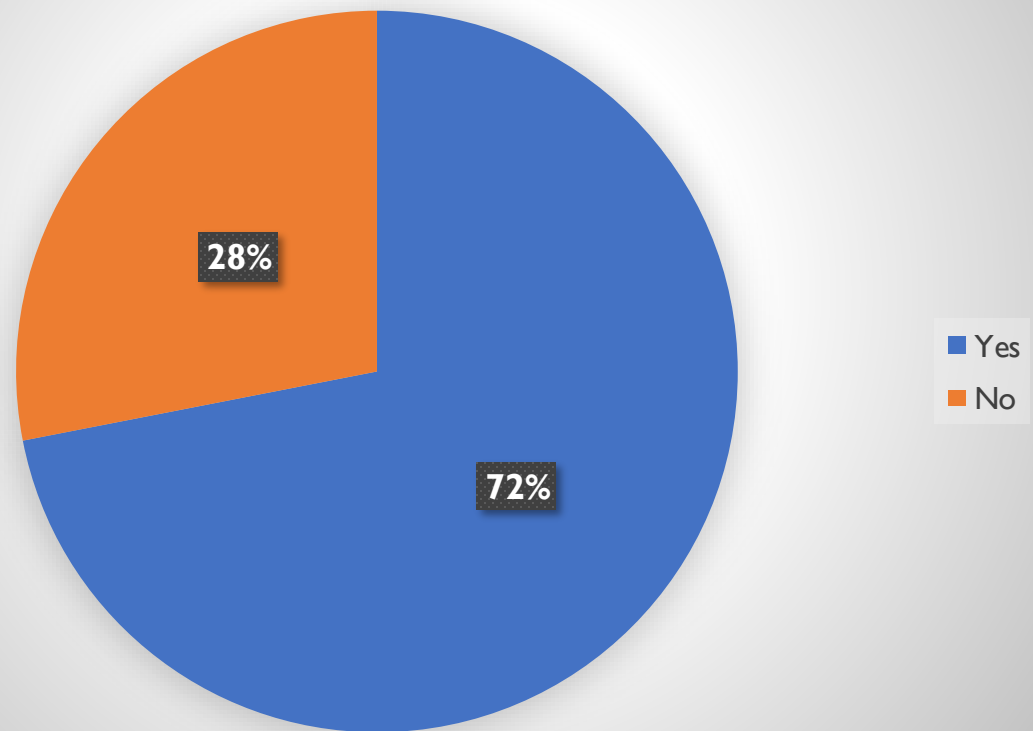


Experience with Digital Extraction



Number of agencies holding digital records in system that have been, or soon will be decommissioned

Records in decommissioned systems



Update on QSA website changes



Queensland
Government

Update on Queensland State Archives website changes

Information and communication technology > Recordkeeping and information management > Recordkeeping

Information

Recordkeeping

[Public Records Act](#)

Find out more about the Public Records Act 2023 implementation.

[Digital archive](#)

News, events and consultations

[Find out about what's happening at QSA.](#)

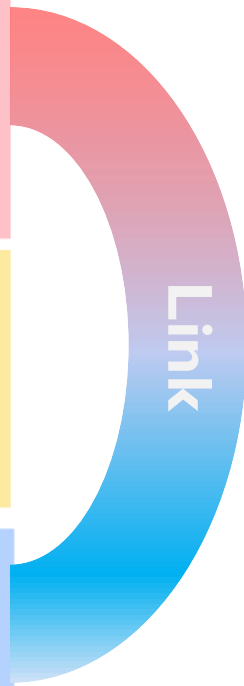
Path to Treaty

[Get ready for Path to Treaty](#) provide guidance searching for government records required for the Inquiry.

Update on implementation of Public Records Act 2023

Recordkeeping Policy Framework

REGULATION MAKING POWERS	<p>Issued under section 90 PR Act 2023</p> <p>Public Records Regulation</p> <p><i>Governor-in-Council approves the standards by regulation</i></p>			
STANDARDS (MUST)	<p>Issued under S46(1)(a) PR Act 2023</p> <p>Standards are the minimum requirements public authorities will be measured against.</p> <table border="1" data-bbox="861 401 2091 572"> <tr> <td data-bbox="861 401 1212 572"> Standard 1: Create and Keep 1. Create 2. Keep </td> <td data-bbox="1281 401 1658 572"> *Standard 2: Safe keeping and preservation 1. Safekeeping 2. Preservation <i>(* working title)</i> </td> <td data-bbox="1735 401 2091 572"> *Standard 3: Dispose 1. Appraisal 2. Sentencing 3. Dispose <i>(* working title)</i> </td> </tr> </table> <p>The standards will replace the Records Governance Policy</p>	Standard 1: Create and Keep 1. Create 2. Keep	*Standard 2: Safe keeping and preservation 1. Safekeeping 2. Preservation <i>(* working title)</i>	*Standard 3: Dispose 1. Appraisal 2. Sentencing 3. Dispose <i>(* working title)</i>
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POLICIES (MUST HAVE REGARD TO)	<p>Issued under S46(1)(b) PR Act 2023</p> <p>Issued to provide advice which public authorities must have regard to</p>			
GUIDELINES (MAY)	<p>Issued under S46(1)(c) PR Act 2023</p> <p>Issued to support a standard and provide further information which may assist public authorities to implement the standards and encourage good practices</p>			
ADVICE	<p>Issued under S44f PR Act 2023</p> <p>General recordkeeping advice on making and managing public records For example: providing information to public authorities on emerging recordkeeping issues such as AI, vulnerable persons, Building Information Modelling, source records</p>			



Next steps

2024

Late May/June

Information sessions

Webinar #1
Changes to the Act

August

Webinar #2
Update & Recordkeeping Policy Framework

Late October/November

Consultation commences

Targeted information session on Access to restricted records

Establish Community of Practice

Consultation on Revised Appraisal Statement

Consultation on mandatory standard 1 & guideline

QSA website content updated

Revised Appraisal Statement issued

Ministerial Records Policy to be re-issued & applies

Records Governance Policy to be re-issued & applies

Previous standards and guidelines no longer apply

Act commences 5 December 2024

Communicate with CEOs

Webinar #3
Act pre-commencement briefing

From 5 December 2024

Regulatory documents applying

5 December 2024

Public Records Act 2023 commences

November

Information sessions

First Nations Advisory Group

2025

Consultation on mandatory standard 2 & 3 & guidelines

Formal consultation on all mandatory standards & guidelines

Regulation development process commences

Regulation development completed

Mandatory standards and guidelines commence

Records Governance Policy revoked

Early 2025

Consultation continues

Mid-2025

Regulation development

After mid-2025

State Archivist issues mandatory standards

Other topics

- Potential MOG changes coming – be ready
 - Information asset register including business systems, physical records (in storage or onsite),
 - Monitor Administrative arrangements
 - Delegations eg for disposal, requesting access to restricted records
- Be disaster prepared – avoid lost and damaged records
- If you think you have lost or damaged records, contact us straight away – don't focus on completing the forms

Thank you

- Next meeting
- Enjoy coffee!

