A Chief Executive Officer, Deputy Director-General, or authorised delegate under the *Public Records Act 2002* may use this form to nominate Security Administrators who manage access permissions within ArchivesGateway.

Unless otherwise notified, this form supersedes and revokes any prior Security Administrators in the ArchivesGateway system.

# About ArchivesGateway:

[ArchivesGateway](https://www.archivesgateway.qld.gov.au/) is a secure self-service portal for agencies to manage, access and control the records they have at Queensland State Archives (QSA).

It allows agencies to:

* have full visibility of all your agency's records at QSA under agency-controlled access permissions, including access to digital and digitised records.
* have streamlined access to QSA services including:
  + request the temporary loan or provision of digitised copies of physical records via the File Issue service
  + propose and manage the transfer of digital and physical records to QSA
* self-manage ArchivesGateway users, roles and permissions
* communicate with QSA about requests and transfers.

Authorised delegates under the *Public Records Act 2002* and nominated Senior Agency Administrator information are also managed within the ArchivesGateway system.

Find out more about [ArchivesGateway](https://www.forgov.qld.gov.au/information-and-communication-technology/recordkeeping-and-information-management/recordkeeping/transfer-and-manage-records-at-qsa/use-archivesgateway) on our website.

# About Security Administrators

This role manages the granting of access permissions to other agency users in ArchivesGateway to view metadata and digital records according to the relevant Access Classification.

Security Administrators can:

* assign/manage access permissions to Agency Administrators and Agency Contacts
* authorise access classifications applied to records
* search and view the metadata of all records that have an access classification of non-sensitive, sensitive, and highly sensitive
* view digital records with an access classification of non-sensitive and sensitive
* request to view digital and physical records with an access classification of highly sensitive through the File Issue service

In addition to the above functions, Security Administrators will have Senior Agency Administrator permissions in ArchivesGateway by default and will therefore be able to perform [Senior Agency Administrator](https://www.forgov.qld.gov.au/information-and-communication-technology/recordkeeping-and-information-management/recordkeeping/transfer-and-manage-records-at-qsa/use-archivesgateway) functions. You may nominate an existing Senior Agency Administrator or another appropriately qualified officer who will receive both Security Administrator and Senior Agency Administrator permissions on nomination.

Find out more about [Security Administrators and Access Classifications](https://www.forgov.qld.gov.au/__data/assets/word_doc/0026/462536/APPROVED-AGENCY-TOOLKIT-Access-Classification-labels-and-Access-permissions-in-ArchivesGateway.DOCX) on our website.

# Completing this form:

* Nominate individuals within your agency or service provider to be Security Administrators in ArchivesGateway (a maximum of two is recommended).
* Changes to Security Administrator/s require a new form to be completed.
* Complete the information for each nomination. Use the 'add another SA' option to add additional Security Administrators.
* All fields are mandatory unless otherwise specified.
* Return the completed form in PDF format to QSA at [discovery@archives.qld.gov.au](mailto:discovery@archives.qld.gov.au).

Once QSA receives the nomination form, the Security Administrator role will be assigned to the relevant user (if they already have an ArchivesGateway account) or an account for the nominee will be created. All Security Administrator accounts will also be assigned Senior Agency Administrator permissions. The nominated Security Administrator/s will then be notified and or provided with their login details, if required, and information to get them started.

# Security Administrator nomination –

**Complete the information below to nominate a SA for your agency:**

**Name of individual (first and last name):**

Click here to enter name of individual.

**Position Title:**

Click here to enter the position title being nominated.

**Agency (if different to responsible agency)**

Click here to add the name of the SA’s agency if different e.g. a service provider.

**Phone:**

Click here to enter phone number.

**Individual’s email address**

Click here to enter the individual’s email address.

**Note**: Email address must include the individual’s name, e.g. Jane.Smith@...; jbloggs@...; JaneD@...

\*To add another SA, click in the above section, then click the  *(*+) that appears on the lower-right corner of the field as required.

# Chief Executive Officer, Deputy Director-General or Delegate authorisation

By the authority vested in me as the Chief Executive Officer, Deputy Director General, or as an authorised delegate under the *Public Records Act 2002*, I hereby approve the Security Administratornomination/s as detailed in this document.

This notice supersedes and revokes any prior version of this instrument.

In making this nomination, regard has been given to the Common Law requirement that delegates must be sufficiently experienced, qualified and suitable to receive the particular delegation.

**Chief Executive/Deputy Director-General/Authorised Delegate name**:

Click here to enter chief executive officer/authorised delegate name.

**Position title**

Click here to enter position title.

**Name of responsible agency:**

Click here to enter responsible agency name.

**Email: Phone:**

Click here to enter email address. Click here to enter phone number.

**Signature**: **Date:**

Click here to select date authorised.

**Note**: QSA requires that ArchivesGateway Security Administrators are authorised by the agency’s Chief Executive Officer, Deputy Director-General or an authorised delegate under the *Public Records Act 2002*.

This form can be signed digitally if your agency has appropriate processes in place to ensure the signature’s authenticity. Digitally signed forms must be saved as PDF before submitting to QSA.