**Instructions**

* Use this application form to amend an existing record class or add a new record class to a current approved retention and disposal schedule.
* For multiple record classes, add all record classes to the table in section 2 and provide justification for each in section 3.
* If more than one schedule is being amended or added to, a separate form must be completed for each schedule.
* All fields are mandatory unless otherwise specified.
* Return completed form/s in PDF format to QSA Government Records Innovation, rkqueries@archives.qld.gov.au.

Find out more about [applying to amend or create a new record class](https://www.forgov.qld.gov.au/develop-or-review-retention-and-disposal-schedule), [reviewing a retention and disposal schedule](https://www.forgov.qld.gov.au/develop-or-review-retention-and-disposal-schedule) and [disposal authorisation](https://www.forgov.qld.gov.au/use-retention-and-disposal-schedule).

# **Request details**

### 1. Name of requesting public authority

Click here to enter name of agency.

### 2. Request type

[ ]  Amend an existing record class or classes

OR

[ ]  Create a new record class or classes

### 3. Which retention and disposal schedule will the new record class(es) come under? (If applicable)

Click here to enter name of schedule.

# Record class

### 4. Write a description of the records and proposed disposal action for the new or amended record class.

|  |  |  |
| --- | --- | --- |
| **Record class** | **Class description** | **Disposal action** |
| Class Click to enter DAN for existing class (if applicable). | Click here to enter class description. | Click here to enter description. |

**Add more rows:** after entering text in relevant row, click the  (+) at the end of the row as required.

### 5. What is the purpose of the amendments or new class(es)? What has triggered the need for this change/addition?

Click here to enter reason.

### 6. List the business areas that have been consulted

Click here to list business areas consulted.

# Information justifying a new record class

***Complete this section if requesting a new class or classes***

The section provides information on the record class and justifies the disposal action. This information is used to explain how and why these records are used and needed by your public authority now and into the future.

## Class

### 7. Why are these records created? Where possible, also explain how they are created. (Briefly outline the purpose of these records and why they are in the schedule).

Click here to enter text.

### 8. For what purpose do these records need to be kept? (Consider why these records are required for this minimum retention period, and the value of these records)

Click here to enter text.

### 9. Are there legislative or regulatory requirements for creating and/or retaining these records?

Click here to enter legislative requirements.

### 10. Do these records meet any of the six permanent appraisal characteristics? Tick all that apply. If none, leave blank.

[ ]  Authority, foundation and structure of government

[ ]  Primary functions and programs of government

[ ]  Enduring rights and entitlements

[ ]  Significant impact on individuals

[ ]  Substantial contribution to community memory

[ ]  Environmental management and change

### 11. Please define/note where this new record class will sit within the retention and disposal schedule (i.e. function/activity or common activities section).

Click here to enter details.

**Add another record class:** To add justification for another record class, click the  *(*+) at the end of the above section as required.

# Completion

## Details about the person completing this application

**Name**:

Click here to enter name.

**Title**:

Click here to enter position title.

**Email**: **Phone**:

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

# Approval

## CEO/authorised delegate approval

I apply to the State Archivist for authorisation to amend / create a new record class or classes for public records listed in this application.

**Name**:

Click here to enter name.

**Title**:

Click here to enter position title.

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

 Click here to enter a date.

**Note**: 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.

## State Archivist authorisation

I authorise the amendment / creation of new a record class or classes for public records listed in this application

**Name**:

**Title**:

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