A Chief Executive Officer, Deputy Director-General, or authorised agency delegate under the *Public Records Act 2002* may use this form to nominate Senior Agency Administrators to manage users and permissions within ArchivesGateway.

Unless otherwise notified, this form supersedes and revokes any prior Senior Agency 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 is 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 Senior Agency Administrators

Senior Agency Administrators (SAAs) have the highest levels of agency user permissions in ArchivesGateway.

They are responsible for agency user and permission management, as well as ensuring that delegate information is correctly authorised and accurately recorded.

Senior Agency Administrators can:

* see all levels of permissions
* assign permissions for Agency Administrators and Agency Contacts
* add 'locations' to your agency (i.e. business units or administration areas)
* view and search all records controlled by their agency
* submit File Issue, search and Reading Room requests
* propose and manage transfers to QSA
* access restricted records
* create or edit authorised delegate information (must have received an authorised delegation form from CEO before changes are made).

SAAs are the only ArchivesGateway user type who is able to update recorded delegation of authority for records access information. As such, it is important that SAAs understand their responsibilities and do not update delegation details without appropriate authorisation from their CEO under the *Public Records Act 2002*.

Find out more about [Senior Agency Administrators](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.

# Completing this form:

* Nominate individuals within your agency or service provider to be Senior Agency Administrators in ArchivesGateway (a maximum of two is recommended).
* Changes to Senior Agency Administrator/s requires a new form to be completed.
* Complete the information for each nomination. Use the 'add another SAA' option to add additional Senior Agency 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 Senior Agency Administrator account/s for your agency will be created in ArchivesGateway. The nominated Senior Agency Administrator/s will then be provided with their login details, a link to ArchivesGateway and information to get them started.

# Senior Agency Administrator nomination –

**Complete the information below to nominate a SAA 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 SAA’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 SAA, 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 Senior Agency 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 Senior Agency 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.