A chief executive, Deputy Director-General, or authorised delegate of a responsible public authority under the *Public Records Act 2023* may use this form to nominate Security Administrators and/or optional additional Senior Agency Administrators for ArchivesGateway, Queensland State Archives’ agency portal.

Unless otherwise notified, this form supersedes and revokes any prior Security Administrators and/or Senior Agency Administrators as appropriate in the ArchivesGateway system.

# About ArchivesGateway, Security Administrators and Senior Agency Administrators:

**ArchivesGateway** is a secure self-service portal for agencies to manage, access and control the records they have at Queensland State Archives (QSA). 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.

**Security Administrators (SAs)** are responsible for managing information security in ArchivesGateway for their public authority by granting access permissions to their public authority’s ArchivesGateway users. Access permissions enable users to view record metadata and digital records according to the relevant access classification. Security Administrators are also responsible for determining and/or endorsing access classifications for records in QSA’s custody.

Nomination as a Security Administrator is also an automatic nomination as a Senior Agency Administrator (SAA) as Security Administrators require SAA capabilities to assign access permissions to all users. Your public authority may choose to nominate an optional additional SAA or SAAs to perform SAA functions outlined below.

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.

**Senior Agency Administrators (SAAs)** are responsible for managing ArchivesGateway users for their agencies. They can create, edit and deactivate users and assign user permissions relating to transfers and file issue.

SAAs are the only ArchivesGateway user type who can 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 chief executive under the *Public Records Act 2023*.

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 Security Administrators and/or Senior Agency Administrators in ArchivesGateway (a maximum of two is recommended).
* Complete the information for each nomination. Use the 'add another SA or SAA' 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).

# Nomination

## Role nomination

**This individual is nominated as (select ArchivesGateway role):**

Security Administrator & Senior Agency Administrator  
 Senior Agency Administrator only (optional)

## Individual’s details

**Name of individual:**

Click here to enter the nominated individual’s name.

**Position title:**

Click here to enter the nominated individual’s position title.

**Business Unit:**

Click here to enter the business unit.

**Public authority or service provider (if different to responsible public authority)**:

Click here to enter the public authority name.

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

Click here to enter the individual’s email address. Click here to enter phone number.

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

# Chief executive, Deputy Director-General or delegate authorisation

By the authority vested in me as the chief executive, Deputy Director General, or as an authorised delegate for the responsible public authority under the *Public Records Act 2023*, I hereby approve the nomination/s as detailed in this document. I affirm that the nominated individuals are sufficiently experienced, qualified and suitable to perform the nominated role/s.

**Chief executive / Deputy Director-General / authorised delegate name**:

Click here to enter first and last name.

**Position title**

Click here to enter position title.

**Name of responsible public authority:**

Click here to enter responsible public authority name.

**Email: Phone:**

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

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

Click here to select date authorised.

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.