#### Instructions

* Use this form to notify Queensland State Archives (QSA) of:
	+ the Restricted Access Period (RAP) for records being transferred to QSA
	+ any changes to a RAP for records already in the custody of QSA
	+ whether or not the item metadata is to be published in the online catalogue.
* Complete this form using the advice on how to set a [restricted access period](https://www.forgov.qld.gov.au/restrict-access-records-restricted-access-periods) and the [accompanying guide](https://www.forgov.qld.gov.au/file/42266).
* Complete the ‘Series information’ for each series to be transferred to or in the custody of QSA (Series are identified on the Transfer proposal form.)
* All fields are mandatory unless otherwise specified.
* This form must be signed by the Chief Executive Officer or the [delegate authorised to set RAPs](https://www.forgov.qld.gov.au/find-out-about-roles-and-responsibilities#delegate) for your agency.
* Return completed form/s in PDF format to QSA Collection Enrichment and Discovery, discovery@archives.qld.gov.au
* QSA may seek additional information or clarification from your agency when assessing this application.

Find out more about [restricted access periods](https://www.forgov.qld.gov.au/restrict-access-records-restricted-access-periods), [transferring records to QSA](https://www.forgov.qld.gov.au/transfer-records-qsa), and [delegating authority to set RAPs](https://www.forgov.qld.gov.au/find-out-about-roles-and-responsibilities).

# Series and RAP information

## Series

### Series information

#### 1. Series title:

Enter title for new series or title and series ID for existing series (if relevant)

### Series RAP – Setting/updating a RAP and Legal Reference

#### 2. Are you setting a new RAP or updating / changing a RAP?

[ ]  Set a new RAP for records being transferred to QSA.

[ ]  Update / change an existing RAP for a series already held at QSA.

 Current RAP: Enter existing RAP in years

#### 3. Select the section of the *Public Records Act 2002* which best applies to records in this series AND enter the number of years for the restricted access period to be applied.

See [restricted access periods](https://www.forgov.qld.gov.au/restrict-access-records-restricted-access-periods) advice and the [practical guide](https://www.forgov.qld.gov.au/file/42266) for information on the RAP categories, appropriate periods and applicable sections under the *Public Records Act 2002*.

|  | **Category (as per guide)** | **Sensitivity level** | **Act reference**  | **RAP in years / New RAP in years** |
| --- | --- | --- | --- | --- |
| **RAP 0-30 years** |  |
| [ ]  | 1. All public records (if not relevant under another category)  | Low Sensitivity | 16(4)(c) | Enter the RAP in years |
| [ ]  | 2. Personal affairs  | Low Sensitivity | 16(4)(a) | Enter the RAP in years |
| [ ]  | 3. Information subject to legal professional privilege | Low / Medium Sensitivity | 16(4)(b) | Enter the RAP in years |
| [ ]  | 4. Information whose disclosure would be a breach of confidence | Low / Medium Sensitivity | 16(4)(b) | Enter the RAP in years |
| [ ]  | 5. National or State security information | Low / Medium Sensitivity | 16(4)(b) | Enter the RAP in years |
| [ ]  | 6. Law enforcement or public safety information | Low / Medium Sensitivity | 16(4)(b) | Enter the RAP in years |
| **RAP 20 OR 30 years (see guide)** |  |
| [ ]  | 7. Cabinet matter and Cabinet information |  | 16(1A) | Enter the RAP in years |
| [ ]  | 8. Executive Council information and ministerial records |  | 16(1)(a,b,c) | Enter the RAP in years |
| **RAP 31-65 years** |  |
| [ ]  | 2. Personal Affairs  | Medium Sensitivity | 16(4)(a) | Enter the RAP in years |
| [ ]  | 3. Information subject to legal professional privilege | Medium / High Sensitivity | 16(4)(b) | Enter the RAP in years |
| [ ]  | 4. Information whose disclosure would be a breach of confidence | Medium / High Sensitivity | 16(4)(b) | Enter the RAP in years |
| [ ]  | 5. National or State Security Information | Medium / High Sensitivity | 16(4)(b) | Enter the RAP in years |
| [ ]  | 6. Law enforcement or public safety information | Medium / High Sensitivity | 16(4)(b) | Enter the RAP in years |
| **RAP 66-100 years** |  |
| [ ]  | 2. Personal Affairs  | High Sensitivity | 16(4)(a) | Enter the RAP in years |

#### 4. Items exceptions to this RAP and details (if applicable):

Click here to enter exceptions to the RAP and reason for exceptions.

Note: if required attach QSA Item List Template.

### Item description status

#### 5. Are item descriptions (metadata) under a RAP to be available online through the QSA catalogue?

Please note that item descriptions should **ONLY be restricted if the description includes sensitive or confidential information.**

[ ]  Yes

[ ]  No

#### If no, what is your reason for closing the description?

Click here to enter the reason (e.g. description contains the name of an individual relating to sensitive matters).

#### 5. Exceptions where items description restrictions are different from above (if applicable):

Click here to enter exceptions.

Note: if required attach QSA Item List Template.

#### 6. Any other additional information, if applicable

Click here to enter additional information.

To add another series, click in the section above then click the blue plus sign  at the end of the section.

# Authorised officer (CEO or authorised delegate)

[ ]  I affirm that I am acting as an authorised delegate in accordance with the *Public Records Act 2002*.

#### CEO or authorised delegate name:

Click to enter your name.

#### Position title:

Click to enter position title.

#### Unit division:

Click to enter unit or division.

#### Agency name:

## Click here to enter agency name.

#### Signature: Date:

 Click here to enter date authorised.

**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.