



TEMPLATE STRATEGIC RECORDKEEPING IMPLEMENTATION PLAN INSTRUCTION SHEET

Purpose

This Template has been created by Queensland State Archives to assist agencies with the development of a Strategic Recordkeeping Implementation Plan which complies with the principles in Information Standard 40 Recordkeeping. The Template will assist public authorities to demonstrate compliance with the following principles in IS40:

Principle 1 Recordkeeping must ensure public authorities are compliant and accountable

Principle 3 Recordkeeping must be assigned and implemented

Principle 4 Recordkeeping must be managed

Principle 6 Recordkeeping must be systematic and comprehensive.

To assist agencies with the information-gathering process necessary to build a strategic framework that is responsive to your agency's particular needs, public authorities are encouraged to complete the Strategic Recordkeeping Implementation Plan Workbook **before** providing documentation for the Template.

Public authorities are only required to submit the Strategic Recordkeeping Implementation Plan Template to QSA for endorsement.

Some of the information generated from the Workbook exercises will be required to answer questions in the Template. Each section in the Template is cross-referenced to the relevant section in the Workbook.

Who should complete the Workbook and Plan?

As your Strategic Recordkeeping Implementation Plan will need to be signed-off by your CEO, you will need to involve and consult with senior management in the planning process.

The research required to develop the background to the Strategic Plan will need to involve officers with a good knowledge of the public authority's administrative development, culture and operations, and the current recordkeeping environment and its future directions. In most public authorities, this will necessitate consultation (eg interviews and data collection) with officers from various areas of responsibility (eg. IT, Corporate Development, Audit).

While interviews and data collection may be delegated, it is anticipated that the Corporate Records Manager will in most cases undertake the analysis, compilation and submission of the Template.

Scalable

The level of detail required for the Strategic Recordkeeping Implementation Plan will be determined by the size of the organisation and the complexity of its regulatory and administrative environment.

If your agency has already developed a Strategic Recordkeeping Plan, please cut and paste the relevant details from that plan into the relevant sections of the Template.

Further Assistance

Further instructions for completing this template are also provided in the Strategic Recordkeeping Implementation Plan Workbook and the soon to be released *Best Practice Guide to Recordkeeping in the Public Sector*. Both documents are available from the Queensland State Archives web site at www.archives.qld.gov.au

Completed templates may be submitted electronically or in hard copy to:

✉ E-mail: info@archives.qld.gov.au

✉ Postal Address:
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