



OPERATIONAL RECORDKEEPING IMPLEMENTATION PLAN WORKBOOK INSTRUCTION SHEET

Purpose

This Workbook has been developed by Queensland State Archives to assist State and Local Government authorities with producing an Operational Recordkeeping Implementation Plan for *Information Standards 40 Recordkeeping* and *41 Managing Technology- Dependent Records*.

Public authorities are **not** required to submit their Operational Recordkeeping Implementation Plan to QSA for endorsement.

Who is the Workbook aimed at?

This Workbook may be of assistance to any officer responsible for the planning and implementation of the Operational Recordkeeping Implementation Plan or the IS40 Implementation Project and who has had limited experience in planning and project management.

For those experienced in planning and project management, those sections relating directly to recordkeeping requirements and best practice may be more useful.

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

Scalable

The level of detail required for the Operational Recordkeeping Implementation Plan will be determined by the business planning requirements of your organisation.

Further Assistance

Further assistance is provided in the *Best Practice Guide to Recordkeeping* available from the Queensland State Archives web site at www.archives.qld.gov.au, or by contacting:

ORIP and Recordkeeping Policy

Matters:

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