

Queensland State Archives

PRIME Network

Welcome!

28 August 2025



Queensland
Government

PRIME Agenda

1. Welcome / Acknowledgement of Country
2. Decommissioning of systems
3. Decommissioning case studies from public authorities
 - Presentation from Griffith University
 - Q&A discussion with:
 - Moreton Bay City Council
 - Cairns & Hinterland Health
 - Department of Justice
4. Interactive Q&A with all attendees (via Ah-Ha)
5. Update from PAGR: Mandatory Standards and Disaster Recovery preparedness
6. Final questions





We acknowledge Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of Queensland and pay our respects to Elders past and present.

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Decommissioning of systems

Digital Archive Team

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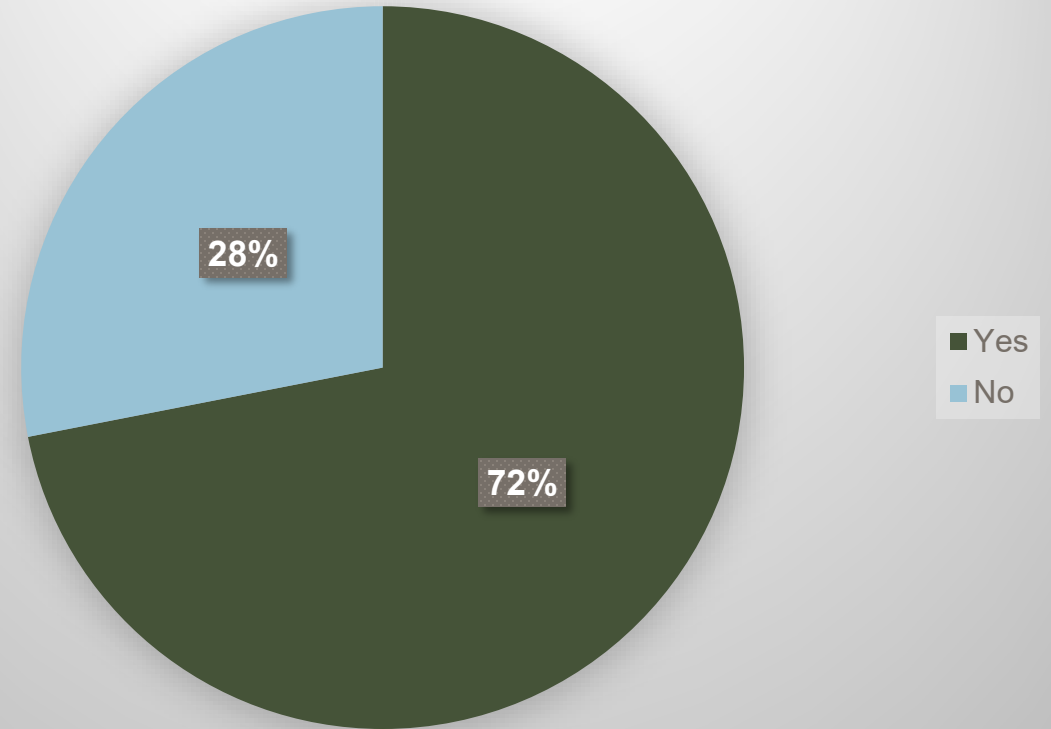


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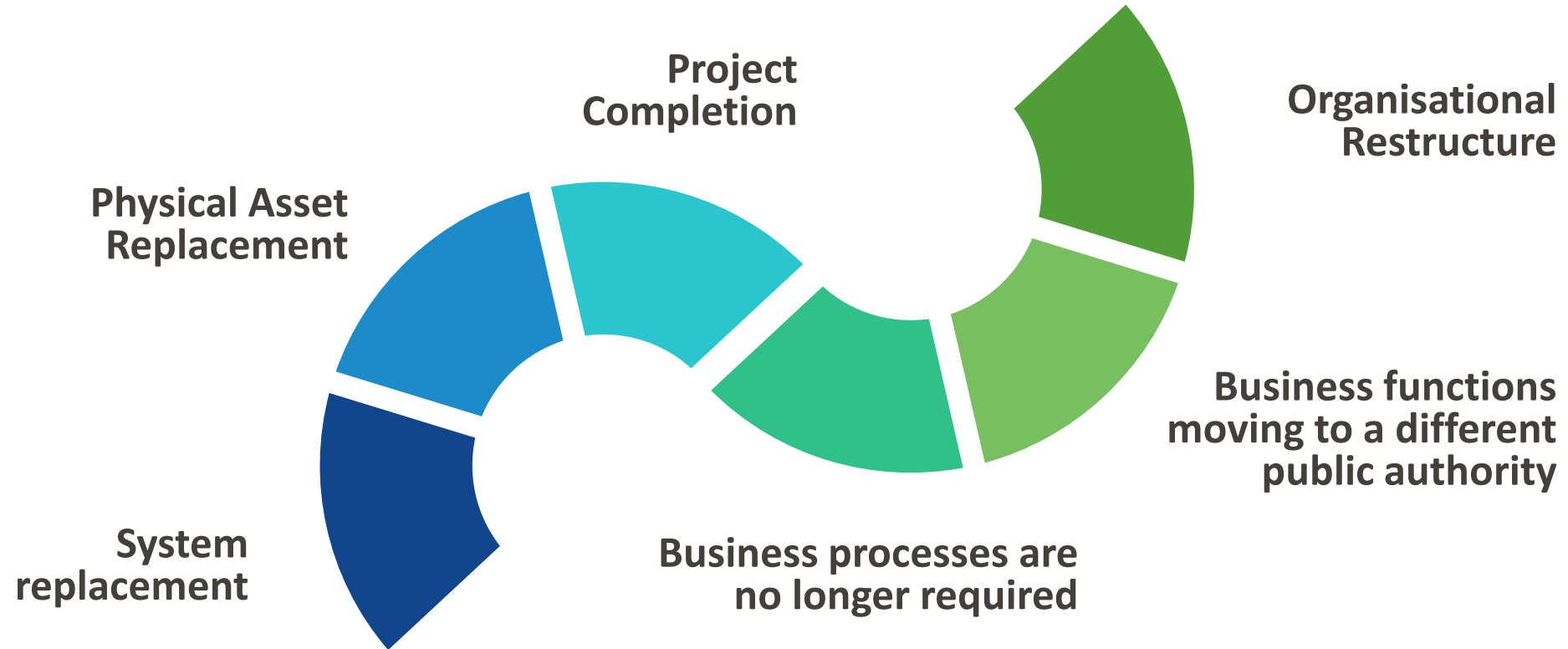
Why this topic?

A significant number of public authorities are holding digital records in systems that have been, or soon will be decommissioned

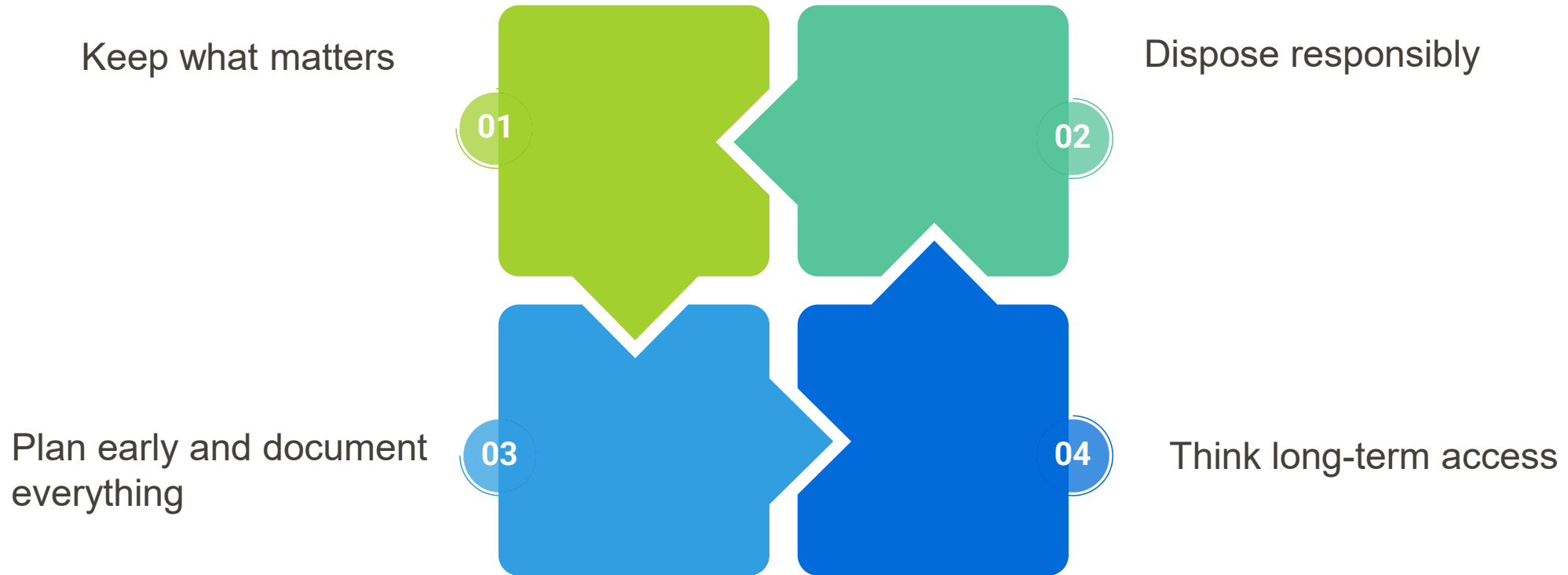
Records in systems flagged for decommissioning



Decommissioning: What and Why?



The Common Principles



Risks and Challenges

LOSS OF CRITICAL
INFORMATION



TECHNOLOGY HURDLES



INCOMPLETE METADATA



COMPLIANCE RISKS



RESOURCE
CONSTRAINTS



CHANGE
MANAGEMENT



Opportunities

BETTER ACCESS TO
INFORMATION



FUTURE-PROOFING



IMPROVED EFFICIENCY



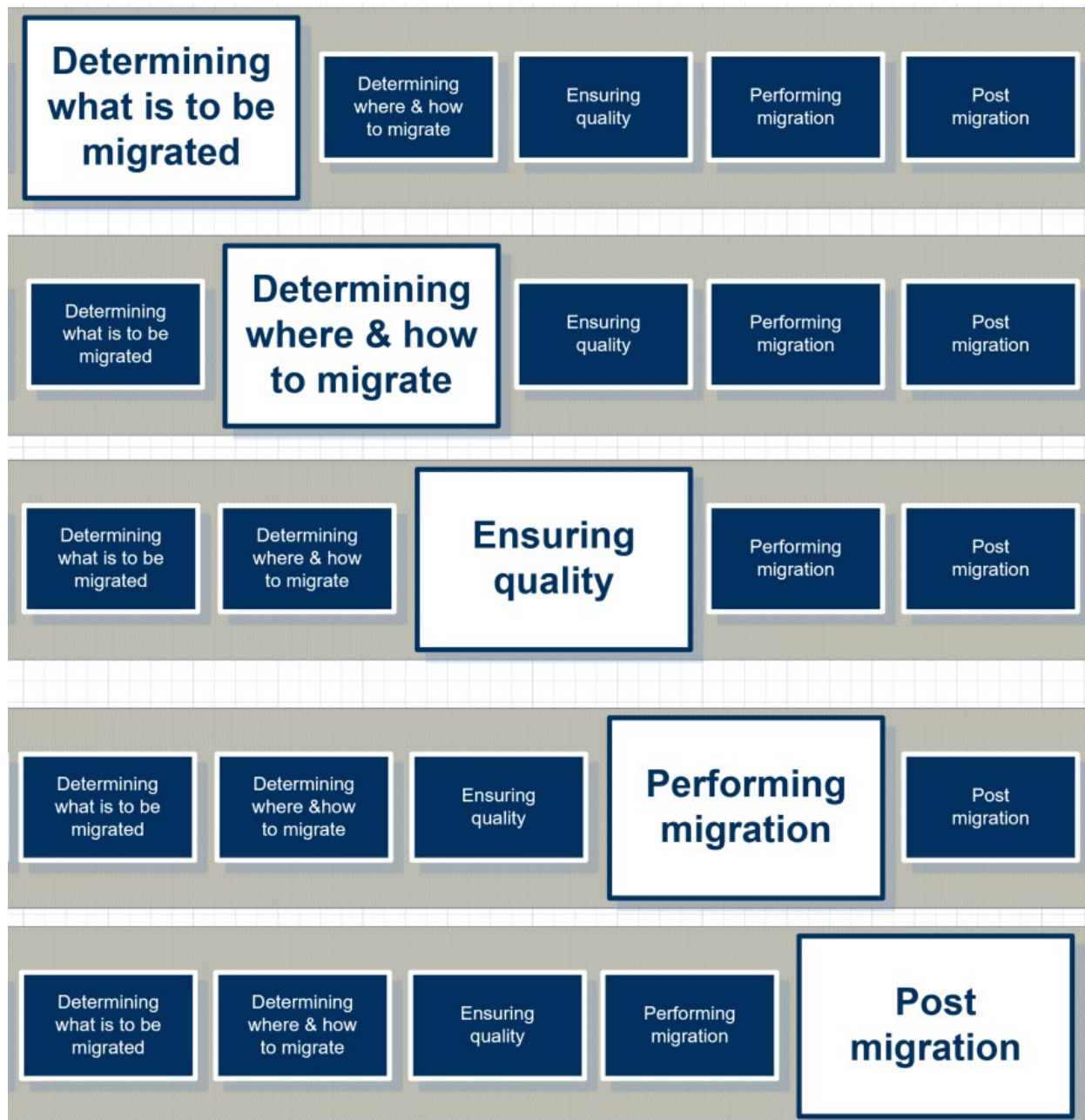
ENHANCED
COMPLIANCE



STRENGTHEN
SECURITY



CULTURAL CHANGE



Migration
project
initiation

Determining what is to be migrated

Determining
where & how
to migrate

Ensuring
quality

Performing
migration

Post
migration

Identify the records

Establish retention obligations

Determine recordkeeping metadata
and mapping

Understand the characteristics of the
records

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MS2 3.2

When systems are decommissioned, appraisal of public records within the decommissioned system is considered and documented.

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DATA



METADATA



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Preparing records
for migration

Testing and
validation

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Verifying conditions for disposal of source records

Key points:

Source records cannot be deleted until the conditions outlined in the *General Retention and Disposal Schedule for Digital Source Records (QDAN 678)* are met.

Undertake a risk assessment to validate the need to retain source records for a longer period than specified in the *General Retention and Disposal Schedule for Digital Source Records (QDAN 678)*

Make sure processes are in place to ensure retained source records cannot be confused with or used for working business transactions.

Deletion of source records at the end of the authorised retention period should be scheduled as part of the project plan closure.

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**Post
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Mandatory requirements before disposing of digital 'source records'

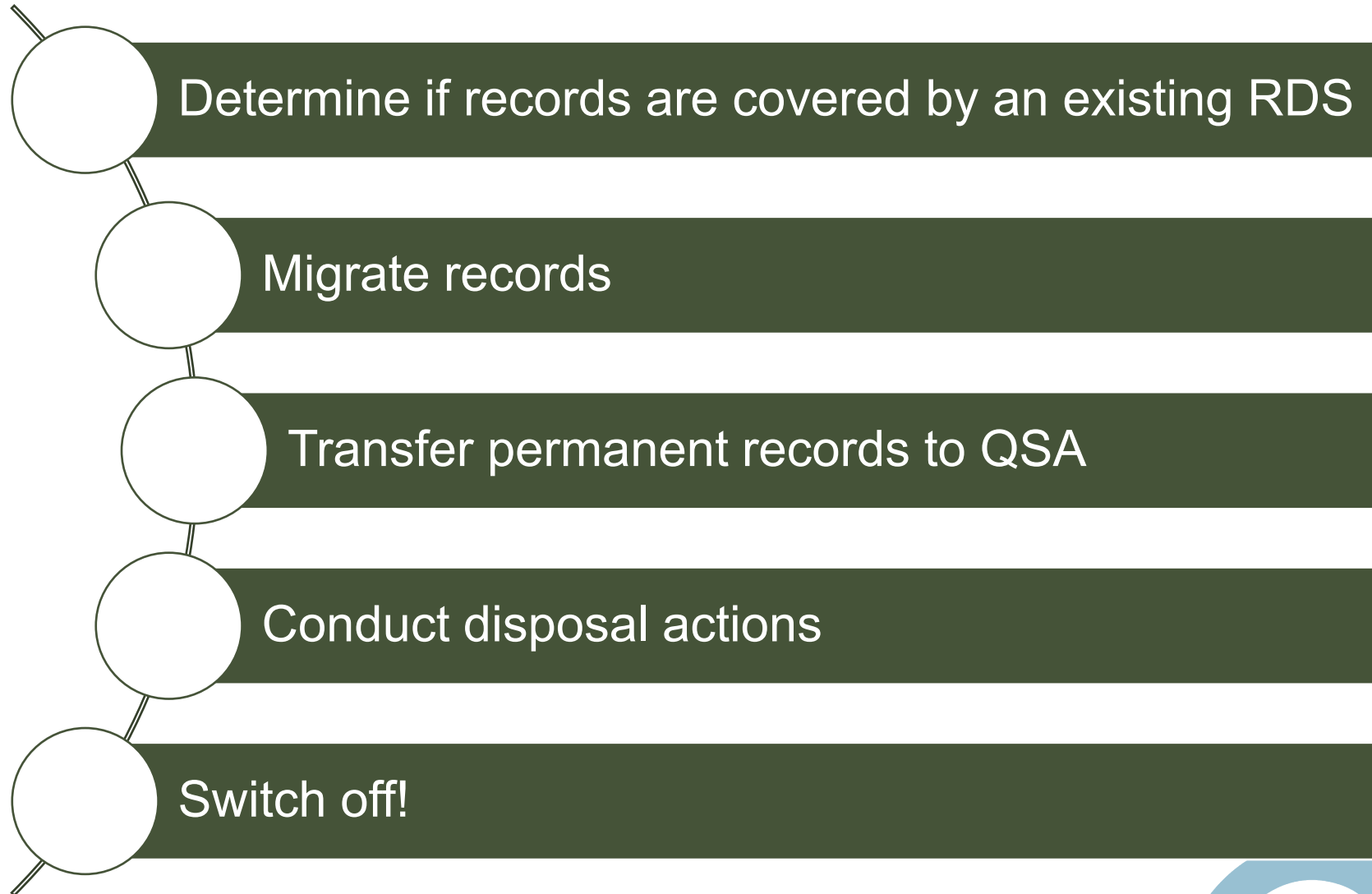
Key points:

Source records that have been subject to migration to a new target system can only be destroyed in accordance with the *General Retention and Disposal Schedule for Digital Source Records (QDAN 678)*.

Quality assurance procedures and validation must be completed and signed off by the authorised delegate prior to deletion.

Source records must be securely destroyed so that they cannot be retrieved or recreated.

Decommissioning and recordkeeping requirements



Decommissioning case studies from Public Authorities

1) Presentation from Gabrielle Ingram (Griffith University)

2) Q&A Discussion with:

- Angela Garnett (Moreton Bay City Council)
- Derek Clear (Department of Justice)

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Mandatory Standards

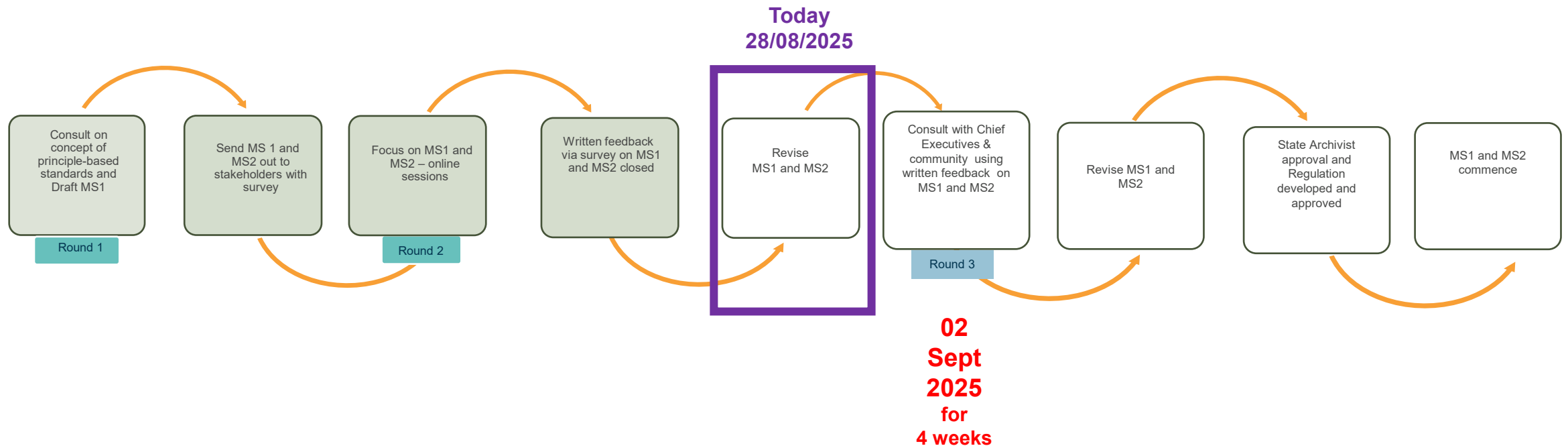
MS1 – Make and Keep

MS2 - Disposal



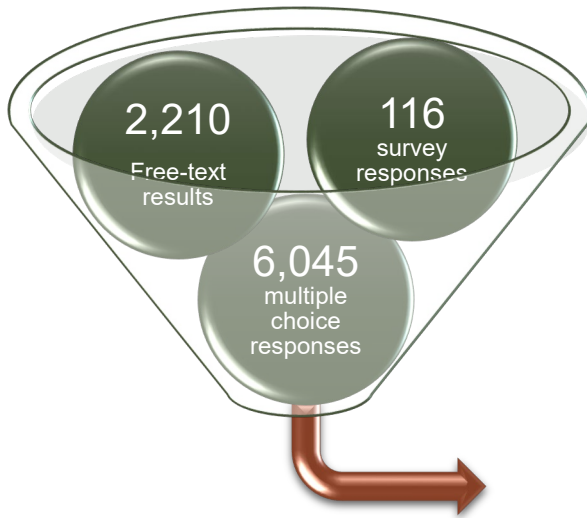
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Where are we in the development process?



Round 2

Practitioner feedback



Overall - Overwhelming support

- ✓ 6 out of 8 Requirements & Sub-requirements $\geq 94\%$ support
- ✓ MS1 3 Make accurate metadata about a public record $\sim 86\%$ support
- ✓ MS2 3 Disposal is managed and accountable $\sim 83\%$ support

Round 2 Practitioner feedback

Potential changes identified

- ❖ Records v. Information Management
- ❖ Some **ambiguous** wording – eg. meaningful, reasonable, practicable
- ❖ Rewording of some sub-requirements for greater **clarity** of intent

What's next for you?

Chief Executive Survey



2 September 2025
for 4 weeks
ONE submission only

Record Managers



ADVICE



FAQs

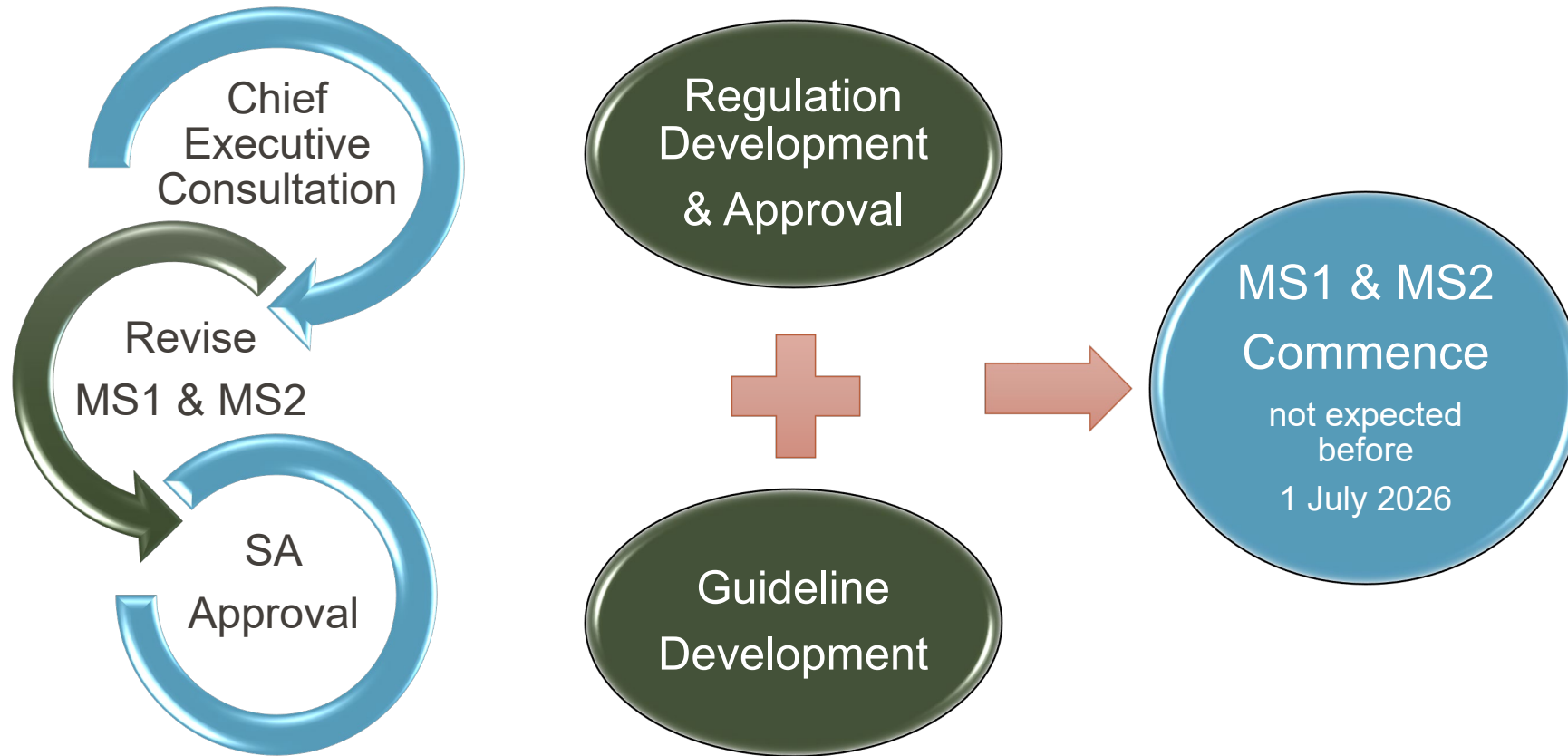
Table of
Changes

Case
Studies

What's next for you?



What's next in the development process ...



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Disaster Preparedness

Julie Shanks – Manager, Strategic Policy
Policy and Assurance, Government Records
Queensland State Archives



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Identify and Prioritise High-Value & High-Risk Records

- Permanent value records eligible for transfer to QSA OR records to be returned to file issue?
- Prioritise identifying high value, high risk or vital records. You can't protect what you don't know you have!
- And it's not just physical records – think about the risks for digital records as well
- Make it a habit to return records to secure records storage areas ASAP



Inspect your records storage areas regularly

- Inspect storage areas regularly to catch damage or identify potential weak spots early
- Think about safety or preventative measures you may be able to put in place
- Examples: moving high value records to the safest area, putting plastic sheeting over records in areas prone to leaking, preparing a toolkit for salvaging damaged records etc.



Resources and tools for disaster preparedness



Salvaging water-damaged documents and photos



A guide to salvaging water damaged documents

Also on our *risk and disaster management for records* webpage:

- Steps for dealing with flood affected public records
- Key steps when preparing for a disaster
- Steps for responding after a disaster



Disaster Preparedness - 5 tips to help you prepare to protect your records

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Any Questions?



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