

1. Purpose of procedures

1.1 These procedures provide guidance and direction on the digitisation of print records, and the early disposal of the original print records following digitisation. The procedures comply with the Queensland State Archives (QSA) Digitisation Disposal Policy.

2. Scope and application

2.1 These procedures apply to University records that are eligible for digitisation and early disposal. While records that must be retained permanently can be digitised, they are not eligible for early disposal. These procedures are further supported by guidelines and other local documents as identified. The identification of physical records that are eligible for digitisation and early disposal is managed by Information Management Services. Business areas seeking to undertake this activity should be guided by Information Management Services before starting any digitisation of original print records.

3. Definitions

Please refer to the University's Glossary of Terms for policies and procedures. Terms and definitions identified below are specific to these procedures and are critical to its effectiveness:

Data is the representation of facts as text, numbers, graphics, images, sound or video.

Corporate data Corporate data is data that is captured through the operation of the University. It can include, but is not restricted to: staff data, student data, financial data, facilities data, curriculum data, etc.

Personal data is data where a person's identity is apparent, or can reasonably be ascertained. Note that a person's name is not necessary for data to be personal.

Master data is data about the business entities that provide context for business transactions. It is the authoritative and most accurate data available and is used to establish the context for corporate data.

Reference data is used to classify or categorise other data. It can include, but is not restricted to, status codes, state abbreviations, demographic fields, etc.

4. Eligibility for early disposal

4.1 The QSA Digitisation Disposal Policy outlines three core criteria that must be met for early disposal of original print records following digitisation:

(a) records identified for early disposal must be assigned a temporary disposal status under a current and approved retention and disposal schedule. They must not be covered by a disposal freeze or permanent disposal status;

(b) records identified for early disposal must undergo a risk assessment and be determined low risk in terms of ongoing legal and business requirements; and

(c) trusted systems and processes must be in place to ensure digitised records are appropriately captured and managed as images.

5. Digitisation of original print records

5.1 Appropriate procedures, guidelines and plans regarding the original print record digitisation process, from identification of appropriate records, to staff responsibilities and metadata requirements, will be developed and maintained by Information Management Services.

5.2 Any original print records identified as candidates for digitisation and early disposal will undergo appropriate mechanisms including risk assessments, cost benefit analyses and business need analyses. Legal advice will be sought if necessary to ensure the risks associated with the authenticity of records in legal proceedings is acceptable.

5.3 A Compliance Declaration will be signed by the Vice-Chancellor and President, or approved delegate, for each type or group of records identified for digitisation and early disposal.

5.4 Only records assigned a temporary disposal status will be considered for digitisation and early disposal. Such records will be covered by a current and approved retention and disposal schedule. Records assigned a permanent disposal status may be digitised, but the original print record must be retained.

APPROVAL AUTHORITY

Vice-Chancellor and President

RESPONSIBLE EXECUTIVE MEMBER

Vice-Chancellor and President

DESIGNATED OFFICER

Director, Information Services

FIRST APPROVED

31 August 2017

LAST AMENDED

27 October 2017

REVIEW DATE

31 August 2022

STATUS

Active

5.5 Digitised records will be stored in trusted and well-managed systems with appropriate recordkeeping functionality. A list of University endorsed systems for the storage of records is available in the Information and Records – Procedures.

5.6 Technical Standards for Digitised Records - Guidelines will be maintained by Information Management Services, outlining the minimum image capture and processing requirements for the digitisation of print records.

5.7 Equipment and software used to digitise original print records will be maintained appropriately to ensure digitised records are appropriately captured and managed.

5.8 Quality Assurance for Digitised Records – Guidelines will be maintained by Information Management Services, outlining the minimum quality assurance requirements for the digitisation of print records.

5.9 Metadata for Digitised Records – Guidelines will be maintained by Information Management Services, outlining the mandatory recordkeeping metadata requirements relating to the digitisation of print records.

5.10 The endorsed recordkeeping systems in which digitised records are stored will be covered by a disaster recovery plan, as outlined in the Information and Records – Procedures.

6. Disposal of original print records

6.1 Disposal of original print records will be completed in accordance with the Information and Records Management – Procedures.

6.2 All decisions to destroy original print records following digitisation, and any related actions, will be documented and managed as corporate records.

6.3 All disposal freeze directions issued by QSA will be actioned accordingly.

6.4 Any records created before 1950 will be approved by QSA before being approved for digitisation and early disposal.

END

RELATED DOCUMENTS

Information and Records Management - Procedures

Information Management Framework - Governing Policy

LINKED DOCUMENTS

Information Management Framework - Governing Policy

RELATED LEGISLATION / STANDARDS

Public Records Act 2002 (Qld)

Queensland Information Standards

Information Privacy Act 2009 (Qld)

AS/NZS ISO 13028:2012