

Policy and Procedure Register updates

Summary of changes to:

Records management procedure

1. Reason for new/updated policy or procedure <i>(select all that apply)</i>		
<input checked="" type="checkbox"/> Change of policy/procedure requirements	<input checked="" type="checkbox"/> Audit/review recommendation	
<input checked="" type="checkbox"/> Change to legislation/delegations	<input checked="" type="checkbox"/> Due for review	<input type="checkbox"/> Other
<p>The Records management procedure (the procedure) replaces the current Information asset and recordkeeping procedure, which has been overdue for review since 2018 and no longer meets the Department of Education's requirements. It has been updated based on internal audit recommendations within the <i>Records management review</i> and supports the department's compliance with the <i>Public Records Act 2023</i> (Qld), which replaces the <i>Public records act 2002</i> (Qld), and the new Information management privacy and security policy.</p>		
2. Summary of changes		
<p>The updated procedure provides a comprehensive, end-to-end process with a five-step lifecycle approach for identifying, capturing, managing, accessing and retaining, and disposing or transferring of records. Each element is numbered and structured into a series of steps that clearly outline who is responsible, what they need to do, and, where necessary, links to relevant documents and information. A simple flowchart is included at the beginning to help with understanding and navigating the new process.</p> <p>The procedure now focusses exclusively on records management and references to information asset management, information custodians and stewards have been removed. These requirements, where still relevant, will be incorporated into a new procedure or ICT standards.</p> <p>Key changes include:</p> <ul style="list-style-type: none"> renaming the procedure from <i>Information asset and recordkeeping procedure</i> to <i>Records management procedure</i> replacing the term <i>intellectual property</i> with <i>copyright</i>, to align with the new Copyright procedure changing <i>authorised officer</i> to <i>authorised responsible officer</i> introducing the role <i>employees with additional recordkeeping duties</i> as a catchall term for employees with records management duties, with a detailed definition included in the procedure updating definitions to ensure consistency with other ICT policies and procedures and to incorporate new terminology. <p>The updated roles and responsibilities section has been streamlined to remove unnecessary detail and duplication. It now aligns with current legislative requirements and other relevant departmental policies and procedures.</p>		
3. Impacts to roles and responsibilities		
Does the new/updated content change staff roles/responsibilities <i>in any way?</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		

<input checked="" type="checkbox"/> Revised responsibilities	<input checked="" type="checkbox"/> New/additional responsibilities	<input checked="" type="checkbox"/> Removed responsibilities
Position title	Summary of change	Page#
All employees	Responsibilities for information management now only apply to records for the purposes of this procedure. Responsibilities for intellectual property are now limited to copyright and all other references to intellectual property have been removed.	1-2
Employee with additional recordkeeping duties	This role was not assigned responsibilities in the previous version of the procedure but now has clearly defined responsibilities.	2
Managers, principals, directors and above	Clearly outlines the responsibilities for managing records for their school or business unit and to nominate an employee with additional recordkeeping duties to support them	2
Enterprise Information Services unit, Governance, Cyber and Policy, Digital Innovation Division	This role was not assigned responsibilities in the previous version of the procedure but has been clearly defined.	3
Director, Enterprise Information Services, Governance Cyber and Policy, Digital Innovation Division	Removed as there were no specific responsibilities for the role within the process. Where still applicable, relevant responsibilities have been moved to the Enterprise Information Services unit.	N/A
Information custodians – Assistant Director-Generals and nominated executive directors	Removed responsibilities as they related to information asset management.	N/A
Solution managers and 'information stewards'	Removed responsibilities as they related to information asset management.	N/A

4. Communication and support for implementation

The Records management procedure will be communicated, at a minimum, through a news article on the OnePortal intranet website. Additional communication activities will be planned by Digital Innovation's Communications team.

Changes to the procedure have been communicated to relevant stakeholders and internal consultation has occurred with subject matter experts.

The Mandatory All-Staff Training and the Recordkeeping training courses are reviewed annually and align to the procedure.

For further assistance, please contact:

- ICT Governance team
Governance, Risk and Compliance
Email: ictpolicy@ged.qld.gov.au

Procedure effective: 13/07/2026, version 1.0