Destruction of Digitised Records Policy

<table>
<thead>
<tr>
<th>Approving authority</th>
<th>Chief Digital Officer</th>
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<tr>
<td>Approval date</td>
<td>28 January 2014</td>
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<tr>
<td>Advisor</td>
<td>Manager, Corporate Information</td>
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<tr>
<td>Next scheduled review</td>
<td>2016</td>
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<td>TRIM document</td>
<td>2013/0003632</td>
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<tr>
<td>Description</td>
<td>This policy describes the compliance requirements when the University invokes the Queensland State Archives General Retention &amp; Disposal Schedule for Original Paper Records that have been Digitised (QDAN656).</td>
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**Related documents**
- Records Management Policy
- University Sector Retention & Disposal Schedule (QDAN601)
- General Retention & Disposal Schedule for Original Paper Records that have been Digitised (QDAN656V1)
- Digitisation Disposal Policy (as issued by Queensland State Archives)

**The following Compliance Declarations are retained by CARMS**
- Compliance Declaration for Accounts Payable
- Compliance Declaration for Ad Hoc Records
- Compliance Declaration for Donation Records
- Compliance Declaration for Practicum Clinic Patient Files
- Compliance Declaration for Research Ethics
- Compliance Declaration for Student Records
- Compliance Declaration for Thesis Examination Reports
- Compliance Declaration for Vital Records

**[Principles]** [Compliance of record digitisation activity] [Retention period of hard-copy original records after digitisation] [Disposal of hard-copy original records after digitisation] [Review of compliance declaration]

1. **PRINCIPLES**

   The Queensland State Archives Digitisation Disposal Policy establishes the principles under which the University may destroy original paper records after digitisation. These conditions are:

   1.1 The original paper records intended for early destruction must have a temporary disposal status under a current, approved Retention and Disposal Schedule and must not be subject to a current disposal freeze.

   1.2 The University must have assessed the need to retain the original paper record as low risk based on any ongoing legal, business or other requirements.

   1.3 The University must have trusted systems and processes to capture and manage digitised images as records.
2. **COMPLIANCE OF RECORD DIGITISATION ACTIVITY**

For each set of records that are digitised and that meet the above criteria, the University completes a Compliance Declaration. The Compliance Declaration provides evidence that the University has met the following minimum requirements:

2.1 That all original paper records intended for early destruction are covered under a current Retention and Disposal Schedule approved by the State Archivist and have a temporary retention period.

2.2 Any disposal direction issued through a disposal freeze which impacts upon the public records of the University has been followed.

2.3 A risk assessment and business needs analysis to determine which original paper records are eligible for early disposal has been conducted.

2.4 Processes are in place to monitor changes that may impact on the University's need to retain the original paper records to maintain compliance with the Digitisation Disposal Policy.

2.5 Digitisation policies and procedures covering the types of records selected for digitisation, their capture and management, including responsible staff and technical imaging metadata have been implemented.

2.6 A technical standard for reproduction, including approved image formats, compression algorithms, resolution and bit depth, and the use of any image processing procedures have been implemented.

2.7 Quality assurance procedures that include equipment calibration and testing, output checks, reimaging procedures if standards are not met, and the roles and responsibilities for checking and approving output have been implemented.

2.8 A well-managed system is in place with appropriate recordkeeping functionality to ensure that the digitised images can be managed as records for as long as they are required to be retained in accordance with a current approved Retention and Disposal Schedule.

2.9 The system is covered by internally approved business continuity and disaster recovery plans, and a migration strategy is in place to ensure that the digitised records are not placed at risk of loss through technological obsolescence.

3. **RETENTION PERIOD OF HARD-COPY ORIGINAL RECORDS AFTER DIGITISATION**

As required by the Queensland State Archives Digitisation Disposal Policy, for each discrete record set, trusted systems and processes to capture and manage digitised images as records are established and documented in the Compliance Declaration. On the basis of the risk analysis and other business requirements, the minimum period for the retention of hard-copy original records is specified in the Compliance Declaration.

4. **DISPOSAL OF HARD-COPY ORIGINAL RECORDS AFTER DIGITISATION**

The University disposes of the hard-copy original of a digitised record in accordance with the General Retention & Disposal Schedule for Original Paper Records that have been Digitised (QDAN656). This activity is undertaken by Corporate Archives & Records Management Services (CARMS) with the authorisation of the Manager, Corporate Information and the Vice President (Corporate Services) in accordance with documented destruction procedures.

The signed authorisation for disposal is retained as a permanent record and registered in the University's records management system. After destruction of the hard copy record is completed, the digitised record then assumes the status of being the official University record of business.

Physical destruction of the hard-copy records is undertaken in a manner reflecting the sensitivity/confidentiality of the records being destroyed.
5. REVIEW OF COMPLIANCE DECLARATION

The following events will trigger a review of any relevant endorsed Compliance Declaration:

5.1 A disposal freeze issued by Queensland State Archives which affects records identified in any Compliance Declaration.

5.2 A change to the disposal status of the record classes identified in any Compliance Declaration.

5.3 The addition of a new record disposal class related to records which are being digitised.