

Destruction of Digitised Records Policy

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Description	This policy describes the compliance requirements when the University intends to dispose of hardcopy records which have been digitised as allowed under the General Retention and Disposal Schedule issued by Queensland State Archives.

Related documents

[Records Management Policy](#)

[University Sector Retention & Disposal Schedule \(QDAN601\)](#)

[Dispose of source records guidelines](#) (Queensland State Archives)

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

1. PRINCIPLES

Queensland State Archives guidelines for defensible disposition 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 will assess 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.
 - 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 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.
 - 2.7 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.
 - 2.8 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.
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3. RETENTION PERIOD OF HARD-COPY ORIGINAL RECORDS AFTER DIGITISATION

As required by the Queensland State Archives, for each discrete record set, trusted systems and processes to capture and manage digitised images as records are established and monitored.

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. This activity is undertaken by Records Services with the authorisation of the Manager, Information Management in accordance with documented destruction procedures.

The signed authorisation for disposal is retained as a 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.