

CASE STUDY

Partnering with Records Solutions means that you're committed to better-than-good information management. You're driven by how your organisation can meet community expectations while also delivering on business needs and balancing your compliance mandates.

Client Industry:	State Government
Project	Development of a Retention and Disposal Schedule (RDS) and Vital Records Plan

The lead agency responsible for the delivery of short and long-term solutions for integrated planning, strong local government, and development for a growing state who work closely with local governments leading a state-wide coordinated approach to growth management, planning and development through the delivery of two main services: Planning and Local Government.

Records Solutions was engaged to develop a core business RDS and Vital Records Plan (VRP) necessary to manage the retention and disposal of specific records. It was critical that the new RDS and VRP capture all the legislative and statutory requirements in accordance with Queensland State Archives (QSA) guidelines and standards.

The project incorporated the:

- Reviewing the clients existing position, research, investigation, and analysis of the legislative and statutory requirements of the departmental responsibilities
- Identification of all functions, activities and record classes including determination of retention periods for the impacted areas; review relevant documentation
- Align the RDS and VRP with the implemented Business Classification Scheme
- Provide advice on any necessary system or process changes to support the new RDS and VRP
- Consult with key internal and external stakeholders
- Develop an RDS, appraisal reports and VRP