



**Australian Government**

# **BSBINS515 Participate in archiving activities**

**Release: 1**

## BSBINS515 Participate in archiving activities

### Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

### Application

This unit describes the skills and knowledge required to participate in analysis of archiving requirements, surveying, arranging, and describing collections and storing and using archives.

The unit applies to individuals involved in archiving roles in an organisation with archiving requirements, working autonomously but in consultation with other colleagues and wider stakeholders.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

### Unit Sector

Technical Skills – Information Services

### Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Select and acquire archival material	1.1 Analyse organisation's functions and requirement for archiving according to legislation, regulations and organisational policies and procedures 1.2 Identify materials required for archiving according to analysis 1.3 Consult with relevant stakeholders and identify research value and access requirements 1.4 Collect relevant materials
2. Control the collection	2.1 Survey the received material 2.2 Describe and document context, size, scope and format of collected materials 2.3 Document access restrictions and requirements according to legislation, regulations and organisational policies and

	<p>procedures</p> <p>2.4 Allocate appropriate storage for the material</p>
3. Arrange and describe collection	<p>3.1 Identify original order and arrangement of materials</p> <p>3.2 Sort and arrange material into original order, where required</p> <p>3.3 Identify relevant standards applicable to collection</p> <p>3.4 Describe materials in collection management system</p> <p>3.5 Create and document series and sub series and list items according to relevant standards and organisational policies and procedures</p> <p>3.6 Develop finding aid for archival material according to relevant standards and organisational policies and procedures</p>
4. Store archives	<p>4.1 Determine whether archives are to be stored in an organisation or external facility</p> <p>4.2 Ensure facility provisions and characteristics are adequate and of archival standard and that security procedures are in place and implemented</p>
5. Use archives	<p>5.1 Identify methods to provide access to the collection</p> <p>5.2 Develop procedures for identifying, requesting and returning archives from and to storage</p> <p>5.3 Ensure records are searchable and retrievable</p> <p>5.4 Provide a suitable secure environment in which archives may be examined according to established procedures</p> <p>5.5 Ensure that archives are in secure custody at all times</p> <p>5.6 Ensure access restrictions are applied when archival material is provided to users</p>
6. Participate in preservation activities	<p>6.1 Use elements of preservation practices and conservation treatments for physical part of the collection</p> <p>6.2 Describe steps in planning for disasters, and implement steps, where required</p> <p>6.3 Identify and use key concepts and steps in digital preservation</p> <p>6.4 Prepare and implement preservation plans for format types and or systems</p>

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

SKILL	DESCRIPTION
Reading	<ul style="list-style-type: none"> <li>Identifies, interprets, analyses and reviews information from a</li> </ul>

<b>SKILL</b>	<b>DESCRIPTION</b>
	range of texts and other sources
Writing	<ul style="list-style-type: none"> <li>• Develops list of information management requirements in required format</li> <li>• Inputs information to create, identify, retrieve or modify records</li> </ul>
Oral Communication	<ul style="list-style-type: none"> <li>• Communicates to exchange information with others using questioning and careful listening to clarify requirements</li> </ul>
Numeracy	<ul style="list-style-type: none"> <li>• Interprets and analyses numerically expressed information from records to determine their classification and management requirements</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>• Takes responsibility for following organisational policies and procedures</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>• Sequences and schedules tasks required to achieve outcomes according to organisational policies and procedures</li> </ul>
Technology	<ul style="list-style-type: none"> <li>• Uses digital systems and tools to access, organise, analyse and display records, showing awareness of the need for data security</li> </ul>

## Unit Mapping Information

No equivalent unit. New unit.

## Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>