



Australian Government

BSBRKG302 Undertake disposal

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to identify which records are subject to a disposal program, and to safely and securely transfer or dispose of the records.

It applies to individuals who follow guidelines and processes to assist them to make judgements on the status and classification of records. They work under supervision or in consultation with more senior staff to support effective recordkeeping and governance practices across the organisation.

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

Unit Sector

Knowledge Management – Recordkeeping

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. Conduct a records survey	<p>1.1 Plan a records survey to identify records and formats for disposal</p> <p>1.2 Inform users of the business or records system of the need for their participation to identify and assess records and formats for disposal</p> <p>1.3 Gather required data about records in accordance with the predetermined methodology and user requirements</p> <p>1.4 Assess records to determine disposal status</p> <p>1.5 Present findings of survey to inform users of proposed disposal processes and requirements</p>

ELEMENT	PERFORMANCE CRITERIA
	1.6 Undertake quality control measures in accordance with organisational procedures, to ensure consistency in determining disposal status and retention periods
2. Undertake disposal actions	<p>2.1 Seek approval from appropriate individual/body for disposal actions</p> <p>2.2 Destroy records which are no longer required for any purpose, in accordance with approval and organisational procedures</p> <p>2.3 Store records which need to be kept for a further period, in accordance with legal obligations and organisational records storage requirements</p> <p>2.4 Store original vital records, and copies of vital records where applicable, in accordance with organisational procedures and vital records strategy</p> <p>2.5 Record and authorise all disposal actions in accordance with legal obligations, organisational procedures and business or records system rules</p>
3. Maintain control of records	<p>3.1 Prepare disposal documentation by recording the unique identifiers of the records to be disposed of in a form compliant with organisational rules and procedures for the transfer of custody, ownership and/or responsibility, or destruction of records</p> <p>3.2 Prepare records for transfer in accordance with storage medium requirements</p> <p>3.3 Retain identifying documentation for transfer as part of organisational records and forward a copy to the recipient</p> <p>3.4 Document transit locations for records to be moved in the location control system, where applicable</p> <p>3.5 Maintain identifying documentation for destroyed records as part of organisation records where appropriate</p>
4. Transfer records	<p>4.1 Determine method, timeframe and personnel to undertake the movement in accordance with the organisational procedures and record requirements</p> <p>4.2 Document relocation of records in the location control system and other systems, in accordance with organisational procedures</p> <p>4.3 Complete and document the movement of records in accordance with the organisational procedures</p> <p>4.4 Obtain proof of receipt and forward to appropriate authority where it is required</p>

ELEMENT	PERFORMANCE CRITERIA
5. Destroy records	<p>5.1 Determine method, timeframe and personnel to undertake the destruction, in accordance with organisational procedures and record requirements</p> <p>5.2 Document destruction of records in the location control system and other systems, in accordance with organisational procedures</p> <p>5.3 Complete and document destruction of records in accordance with legal requirements and organisational procedures</p> <p>5.4 Destroy records under secure conditions</p>

Foundation Skills

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

Skill	Performance Criteria	Description
Reading	1.3, 1.4, 1.6, 2.2-2.5, 3.1, 3.2, 4.1, 4.2, 4.3, 5.1-5.3	<ul style="list-style-type: none"> Identifies and extracts information from record storage system to identify, classify and assess status of records Identifies and interprets textual information from different sources to determine how information may be applied to job requirements
Writing	1.2, 1.5, 2.1, 2.5, 3.1, 3.2, 3.4, 3.5, 4.2, 4.3, 5.2, 5.3	<ul style="list-style-type: none"> Completes or updates organisational documentation using industry related terminology and required format Provides information to others using words and format appropriate to audience and context
Oral Communication	1.2, 1.4, 1.5, 2.1	<ul style="list-style-type: none"> Participates effectively in interactions with others using words and non-verbal features appropriate to audience and context Uses questioning and active listening techniques to confirm requirements
Numeracy	3.1, 3.5, 4.1	<ul style="list-style-type: none"> Recognises and uses numerical systems associated with recordkeeping systems Makes basic time calculations to schedule activities in the workplace
Navigate the world of work	1.6, 2.2-2.5, 3.1, 4.1, 4.2, 4.3, 5.1, 5.2, 5.3, 5.4	<ul style="list-style-type: none"> Takes personal responsibility for following organisational policies, procedures and legislative requirements

Interact with others	1.2, 1.5, 2.1, 3.3, 4.4	<ul style="list-style-type: none">Chooses appropriate method and format for communicating and seeking information
Get the work done	1.1, 1.3, 1.4, 1.6, 2.2, 2.3, 2.4, 2.5, 3.2, 3.3, 3.4, 3.5, 4.1, 4.4, 5.1	<ul style="list-style-type: none">Plans and implements routine tasks according to set requirements, taking some responsibility for timingTakes responsibility for the outcomes of routine decisions related directly to own role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBRKG302 Undertake disposal	BSBRKG302B Undertake disposal	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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