



Australian Government

BSBINS308 Control records

Release: 1

BSBINS308 Control records

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 classify, register, and track records and information about records within an information management system.

The unit applies to individuals who follow guidelines and processes to make judgements on record status and classification. They work under supervision or in consultation with senior staff to support effective information management and governance practices across the organisation.

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. Identify records for capture	1.1 Categorise incoming information into published and unpublished information and identify records, metadata and formats for capture 1.2 Identify information, format and metadata that requires capture 1.3 Circulate material which does not need to be registered or captured
2. Classify records	2.1 Match identified record to organisation's classification scheme 2.2 Select full classification and sentencing of records according to the system's rules and organisational procedures 2.3 Relate and reference classified or sentenced records to other records in information management systems

ELEMENT	PERFORMANCE CRITERIA
	2.4 Select indexing points and terms for records in accordance with system's rules and organisational procedures
3. Register records	3.1 Select and record unique identifiers for records in accordance with information management system's rules and procedures, where required 3.2 Register records into information management systems 3.3 Document and distribute records to relevant locations or stakeholders according to special handling requirements of the record format
4. Track records	4.1 Determine unique identifiers of records requested 4.2 Collect storage location, history and information of records from information management systems 4.3 Complete all record transactions according to organisational policies and procedures 4.4 Complete and collect relevant documentation and reports
5. Audit records	5.1 Locate records according to relevant stakeholders' instructions and requirements 5.2 Audit records against predetermined criteria in accordance with organisational procedures and quality program 5.3 Document and report any discrepancies

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	- Interprets information from a range of texts to determine organisational requirements - Reviews records against set criteria to identify discrepancies
Writing	- Documents, updates and amends information accurately and in required format - Prepares reports according to organisational requirements
Oral Communication	- Uses active listening and questioning techniques to confirm requirements and clarify information - Uses clear language, appropriate to audience, to circulate information
Numeracy	- Recognises and uses numerical information management systems - Recognises and compares numerical data embedded in records

Skill	Description
Self-management	Takes some personal responsibility for following organisational procedures and protocols
Planning and organising	Plans routine tasks according to set procedures, taking some responsibility for timing
Technology	Uses main features and functions of digital tools to control records

Unit Mapping Information

Supersedes and is equivalent to BSBRKG301 Control records.

Supersedes but is not equivalent to:

- BSBLIB302 Develop and apply knowledge of archives
- BSBRKG302 Undertake disposal.

Links

Companion Volume Implementation Guide is found on VETNet -

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