



Australian Government

BSBINS409 Maintain and monitor digital information and records

Release: 1

BSBINS409 Maintain and monitor digital information and 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 maintain and monitor information and records digitally. It includes skills and knowledge to identify and assess information and records for storage.

The unit applies to individuals who use guidelines and processes to inform judgements on the status and classification of records in an existing business or information management system. They work under supervision or in consultation with more senior staff or users of the system.

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. Confirm requirements for maintaining and monitoring digital information and records	1.1 Identify and verify organisational and risk management requirements for classifying and storing information 1.2 Identify organisational policies and procedures for recording digital information 1.3 Prepare a checklist of organisational requirements to assess digital information to be captured
2. Identify and assess records for storage	2.1 Categorise and describe incoming and outgoing records information in terms of key activities and responsible stakeholder 2.2 Assess information against the organisational checklist of

ELEMENT	PERFORMANCE CRITERIA
	requirements to assess electronic records to be captured 2.3 Dispose of information not to be retained, according to organisational policies procedures 2.4 Determine storage methods and media in accordance with retention requirements
3. Coordinate digital information and records	3.1 Classify and sentence records according to system rules and organisational policies procedures 3.2 Assign unique identifiers and register records into the information management system according to system rules and organisational policies procedures 3.3 Determine and document access and security status and disposal requirements of records according to organisational policies procedures 3.4 Store records on required media in accordance with organisational and record retention requirements 3.5 Migrate records across mediums according to organisational policies and procedures 3.6 Action and record archiving or disposal of records according to disposal schedule and organisational policies and procedures 3.7 Maintain records in a usable and accessible form in accordance with security conditions and legislative requirements

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	Identifies, interprets, analyses and reviews information from a range of texts
Writing	- Develops list of information management requirements in required format - Inputs information to create, identify, retrieve or modify records
Oral Communication	Communicates to exchange information with others using questioning and active listening to clarify requirements
Numeracy	Interprets and analyses numerically expressed information from records to determine their classification and management requirements
Self-management	Takes personal responsibility for following organisational policies

Skill	Description
	and procedures
Planning and organising	Sequences and schedules tasks required to achieve outcomes according to organisational policies and procedures
Technology	Uses digital systems and tools to access, organise, analyse and display records, showing awareness of the need for data security

Unit Mapping Information

Supersedes and is equivalent to BSBRKG404 Monitor and maintain records in an online environment.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for BSBINS409 Maintain and monitor digital information and records

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- manage record creation, migration and disposal processes digitally on at least three occasions.

In the course of the above, the candidate must:

- monitor usage of digital information management system
- monitor application of system procedures.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key principles and processes of digital records management and digital records management systems
- organisational policies and procedures for capturing records in networked systems
- methods of disposal and archiving
- risk management requirements for classifying and storing networked information.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation, regulations, standards and codes relevant to records management
- workplace documentation and resources
- storage methods and storage media.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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