



Australian Government

BSBINS514 Contribute to records retention and disposal schedule

Release: 1

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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 determine and document retention periods and disposal actions for existing and future records created, received and maintained by an organisation in the course of business.

The unit applies to individuals who use analytical skills and specialist knowledge of information management systems and business areas to support organisational operations. The individual may have responsibility for a team or sole responsibility for their work within the business 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. Analyse information management requirements	1.1 Research and analyse information management environment and legal, business and societal context for the organisation 1.2 Establish and document organisation's relevant accountability and information requirements 1.3 Analyse a range of documentation sources, and identify existing relevant information management requirements 1.4 Review and update risk analysis for the organisation, as required, in accordance with relevant standards 1.5 Research and analyse usage patterns of existing records to identify users, and periods and purposes of use

ELEMENT	PERFORMANCE CRITERIA
	1.6 Consult and document user views on their needs and accessibility of the records 1.7 Update and document relevant information management requirements according to review analysis and consultation of users
2. Identify required disposal status of records	2.1 Identify and review the organisation's business processes from existing functional analyses or consult relevant stakeholders 2.2 Establish relevant information management activities in the functional analysis 2.3 Develop and document disposal classes according to the boundaries of the transactions and activities which make up the organisation's processes 2.4 Develop disposal status and retention periods for each disposal class from an analysis of relevant documentation sources, legal requirements, access classifications, user consultation and review of risk analysis 2.5 Review disposal status and retention periods for each disposal class in relation to the relevant use of the records, the relationship with other organisational activities, and other relevant requirements 2.6 Describe disposal actions for each disposal class in the relevant documentation
3. Document disposal status and retention periods	3.1 Test and confirm retention and disposal documentation contains details of business activities, records classes, and required disposal actions 3.2 Identify and assign responsibility for implementing disposal actions for records from retention and disposal documentation 3.3 Describe disposal class and status, and disposal actions in the approved retention and disposal documentation 3.4 Compile and retain documentation of the analysis and related information with the approved retention and disposal documentation 3.5 Submit retention and disposal documentation for approval to relevant individual or body

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	Critically analyses documentation from a variety of sources to identify specific criteria and consolidates information to determine requirements
Writing	Uses language, concepts, formatting and terminology appropriate to organisation and purpose to convey explicit information
Oral Communication	Uses active listening and questioning techniques to obtain and clarify information from record users
Numeracy	- Performs mathematical calculations to analyse usage data and to interpret patterns and trends - Measures periods of time by performing basic mathematical calculations
Self-management	- Monitors adherence to organisational policies, standards, and all legislative and regulatory requirements - Considers own role in terms of its contribution to broader goals of the work environment
Planning and organising	Develops plans to manage relatively complex, non-routine tasks with an awareness of how they may contribute to longer term operational and strategic goals
Problem solving	Recognises and addresses some unfamiliar problems of increasing complexity within own scope
Technology	Uses digital tools and technologies in the information management process

Unit Mapping Information

Supersedes and is equivalent to BSBRKG606 Design a records retention and disposal schedule.

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 BSBINS514 Contribute to records retention and disposal schedule

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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:

- research records created by an organisation and create a detailed retention and disposal schedule within legislative and organisational parameters that includes disposal classes applying to at least three organisational functions.

In the course of the above, the candidate must:

- work closely with record creators and users to determine their needs and access requirements
- complete documentation for submission to the relevant authority for approval.

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 provisions of relevant legislation, regulations and standards that affect information management systems
- relevant organisational, jurisdictional and subsidiary functions, activities, structure, policies, strategies and processes
- risk analysis applied to records systems
- key aspects of disposal actions and the circumstances in which each could be used
- key principles and processes of records management and records management systems.

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 retention and disposal

- workplace documentation and resources relevant to performance evidence.

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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