



Australian Government

Assessment Requirements for BSBRKG606

Design a 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 1.0.

Performance Evidence

Evidence of the ability to:

- research records created by a specific business function and create a detailed retention and disposal schedule within legislative and organisational parameters
- work closely with record users to determine their needs and access requirements
- submit documentation to the relevant authority for approval.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the key provisions of relevant legislation and regulations, standards and other documentation that affect recordkeeping systems
- describe key aspects of relevant organisational, jurisdictional and subsidiary functions, structure, policies, strategies and processes
- outline possible disposal actions and the circumstances in which each could be used
- outline the general principles and processes of records management and records management systems, including:
 - systems of control
 - records continuum theory
 - mandate and ownership of business process.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the knowledge management – recordkeeping field of work and include access to:

- relevant legislation, regulations, standards and codes
- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

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