



Australian Government

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.

Application

This unit describes the skills and knowledge required to develop retention periods and disposal actions for existing and future records in relation to a business function.

It applies to individuals who use analytical skills and specialist knowledge of records 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

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. Analyse recordkeeping requirements for the function	1.1 Determine recordkeeping environment and legal, business and societal context for the business function 1.2 Establish and document organisation's accountability requirements for the function 1.3 Analyse existing recordkeeping specifications for the function's records from a range of documentation sources, and consider any relevant developments and their implications 1.4 Review and update risk analysis for the function as required in accordance with organisational standards, applicable Australian Standards and international standards 1.5 Research and analyse usage patterns of existing records to

ELEMENT	PERFORMANCE CRITERIA
	identify internal and external users, and periods and purposes of use 1.6 Canvass and document user views on their needs and accessibility of the records 1.7 Update and document recordkeeping specifications for the function based on review analysis and survey of user views
2. Determine disposal status of records	2.1 Identify and review the function's business processes from existing functional analyses 2.2 Develop a hierarchical structure based on the functions and establish relevant activities in the functional analysis 2.3 Develop disposal classes according to the boundaries of the transactions and activities which make up the function's processes 2.4 Develop disposal status and retention periods for each disposal class from an analysis of documentation sources for business use, legal requirements, access classifications and review of risk analysis of the function 2.5 Review disposal status and retention periods for each disposal class in relation to the internal and external use of the records, the relationship with other organisational activities, and any other requirements determined from analyses of community expectations 2.6 Describe disposal actions for each disposal class in the relevant documentation
3. Document disposal status and retention periods	3.1 Ensure retention and disposal documentation contain 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 Submit retention and disposal documentation for approval to appropriate individual or body 3.4 Compile and retain documentation of the analysis and related information for the life of the approved retention and disposal documentation 3.5 Describe disposal class and status, and appropriate disposal actions in the approved retention and disposal documentation

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	1.1-1.5, 1.7, 2.1, 2.4, 2.5, 3.1, 3.2	Critically analyses documentation from a variety of sources to identify specific criteria and consolidates information to determine requirements
Writing	1.2, 1.4, 1.6, 1.7, 2.2-2.4, 2.6, 3.1-3.5	Uses language, concepts, formatting and terminology appropriate to organisation and purpose to convey explicit information
Oral Communication	1.6	Uses clear language and active listening and questioning techniques to obtain and clarify information from record users
Numeracy	1.5, 2.5	- Performs mathematical calculations to analyse usage data and to interpret patterns and trends - Measures periods of time by performing basic mathematical calculations
Navigate the world of work	1.1, 1.4, 2.4, 2.5	- 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
Interact with others	1.6, 3.3	Actively identifies the requirements of important communication exchanges, selecting appropriate channels, format and content to suit purpose and audience
Get the work done	1.1-1.4, 2.1-2.5, 3.1, 3.2	- Develops plans to manage relatively complex, non-routine tasks with an awareness of how they may contribute to longer term operational and strategic goals - Makes a range of critical and non-critical decision in relatively complex situations, taking a range of constraints into account - Recognises and addresses some unfamiliar problems of increasing complexity within own scope

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBRKG606 Design a records retention and disposal schedule	BSBRKG606B Design a records retention and disposal schedule	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>

Assessment Requirements for BSBRKG606 Design a records retention and disposal schedule

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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.

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