



Self Assessment Checklist

BSBRKG302B - Undertake disposal RPL

Student Name _____

Evidence Guide

Students are required to provide evidence of the following competencies to demonstrate competency in this unit.

Evidence of the following is essential:

- Assessing records to identify disposal status
- Recording and controlling processes as part of a disposal program
- Knowledge of relevant legislation, regulations, standards

Required Knowledge

- Key provisions of relevant legislation from all forms of government, regulations, standards and documentation that may affect aspects of business operations, such as:
 - AS 5044.1:2002 AGLS Metadata element set
 - AS 5090:2003 Work process analysis for recordkeeping
 - AS ISO 15489:2004 Records management
 - AS ISO 23081.1:2006 Information and documentation – Records management processes – Metadata for records – Principles
 - Australian Stock Exchange (ASX) Principles of Good Corporate Governance
 - Ethical principles
 - Codes of practice
 - Privacy and freedom of information
 - Archives and records legislation
 - Occupational health and safety

General principles and processes of records management and records management systems, such as:

- Systems of control
- Records continuum theory
- Mandate and ownership of business process
- Organisational business functions, structure and culture.
- Organisational policies, strategies and procedures and tools particularly those relating to description, disposal and storage of records.

Required Skills

- Communication skills to explain and clarify procedures and to consult with users of a records or business system
- Literacy skills to read and interpret nature of record content
- Problem solving and analysis skills to interpret and apply rules affecting disposal of records
- Self management skills to accurately records metadata

BSBRKG302B – Undertake Disposal

The student must address each performance criteria under the element. The student must provide evidence of the performance criteria to be assessed. All evidence supplied must be the student's own and submitted in an original condition.

Element	Performance Criteria
Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.
<p>1. Conduct a records survey</p>	<p>1.1 Inform users of the business or records system, about the records survey to be conducted, encouraging cooperation and input identifying and assessing records and formats for disposal</p> <p>1.2 Gather required data about records in accordance with the predetermined methodology and user requirements</p> <p>1.3 Asses records to determine disposal status</p> <p>1.4 Present findings of survey to inform users of proposed disposal processes and requirements</p> <p>1.5 Undertake quality control measures in accordance with organisational procedures to ensure consistency in determining disposal status and retention periods</p>

Element	Performance Criteria
2. Undertake disposal actions	<p>2.1 Seek approval from appropriate individual/body for disposal actions</p> <p>2.2 Destroy records which are no longer required for any purpose, in accordance with approval and organisational procedures</p> <p>2.3 Store records which need to be kept for a further period, in accordance with legal obligations and organisational records storage requirements</p> <p>2.4 Store original vital records and copies of vital records where applicable in accordance with organisational procedures and vital records strategy</p> <p>2.5 Record and authorise all disposal actions in accordance with legal obligations, organisational procedures and business or records system rules</p>
3. Maintain control of records	<p>3.1 Prepare disposal documentation by recording the unique identifiers of the records to be disposed of in a form compliant with the organisational rules and procedures for the transfer of custody, ownership and/or responsibility or destruction of records</p> <p>3.2 Prepare records for transfer for movement in accordance with storage medium requirements</p> <p>3.3 Retain identifying documentation for transfer as part of organisational records and forward a copy to the recipient</p> <p>3.4 Document transit locations for records to be moved in the location control system where applicable</p> <p>3.5 Maintain identifying documentation for destroyed records as part of organisational records where appropriate</p>

Element	Performance Criteria
4. Transfer records	<p>4.1 Determine method, timeframe and personnel to undertake the movement in accordance with the organisational procedures and record requirements</p> <p>4.2 Document relocation of records in the location control system and other systems, in accordance with organisational procedures</p> <p>4.3 Complete and document the movement of records in accordance with the organisational procedures</p> <p>4.4 Obtain proof of receipt and forward to appropriate authority where it is required</p>
5. Destroy records	<p>5.1 Determine method, timeframe and personnel to undertake the destruction, in accordance with the organisational procedures and record requirements</p> <p>5.2 Document destruction of records in the location control system and other systems, in accordance with organisational procedures</p> <p>5.3 Complete and document the destruction of records in accordance with the organisational procedures</p> <p>5.4 Destroy records under secure conditions</p>