

FIELD Business

Review of *Archive Management* unit standards 14492-14508

Subfield	Domain	Id
Information Management	Archive Management	14492-14508

The Public Sector Training Organisation has completed the review of the unit standards listed above that were registered in November 1998.

Summary of review and consultation process

Archives New Zealand have advised that the unit standards do not reflect current archival and record keeping practice and have requested that they be withdrawn from the National Qualifications Framework. The standards have not been used since development.

Unit standards categorised as category D expire at the end of December 2006.

Impact on Accreditation and Moderation Action Plan (AMAP)

The standards have been removed from AMAP 0121.

Impact on existing provider accreditations

None.

Impact on existing qualifications

None.

Summary of main changes to standards' Ids, classification, titles, levels, and credits

The following summary shows the changes made to the standards as a result of the review. All changes are in **bold**.

Key to review category	
A	Dates changed, but no other changes are made - the replacement standard carries the same Id and a new version number
B	Changes made, but the overall outcome remains the same - the replacement standard carries the same Id and a new version number
C	Major changes that necessitate the registration of a replacement standard with a new Id
D	Standard will expire and not be replaced

Subfield Information Management

Domain Archive Management

Id	Title	Level	Credit	Review Category
14492	Identify, describe, and explain principles in managing archives	5	3	D
14493	Explain the history, role, theory, and methodology of archives and record keeping	6	12	D
14494	Identify, access, and evaluate information and archives sources	5	15	D

Id	Title	Level	Credit	Review Category
14495	Establish, operate, and review archive accessioning policies and procedures	6	6	D
14496	Manage reprography in archives	6	6	D
14497	Arrange and describe archives	7	10	D
14498	Identify, implement, and review archives reference services	6	10	D
14499	Facilitate user access to archives	5	6	D
14500	Plan, write, review, update, and document administrative and biographical history of archives	6	5	D
14501	Select and apply archives appraisal strategies and criteria	7	10	D
14502	Apply archives acquisition policies	7	5	D
14503	Develop and write archival acquisition, appraisal, and reference policies	7	6	D
14504	Describe the evolution of NZ's administrative and social history in relation to archives management	6	12	D
14505	Plan and promote public programmes and exhibitions for archives	6	8	D
14506	Manage special format archives	7	5	D
14507	Manage electronic archives	7	5	D
14508	Value archival collections for audit purposes	7	3	D