

FIELD BUSINESS**Review of *Records Management* unit standards**

Subfield	Domain	Id
Information Management	Records Management	11007-11018

The NZQA National Qualifications Services (NQS) has completed the review of the unit standards listed above that were registered in November 1998.

Date review completed

March 2005

Summary of review and consultation process

In 2002, NZQA took stock of the qualifications and unit standards it is responsible for developing. A prioritisation and rationalisation exercise carried out by NQS in September 2002 aimed to rationalise the work of NZQA to ensure that the unit standards and qualifications NQS is responsible for are relevant, useful and meet the current needs of learners, providers, the community and government.

Careful consideration was given to the process to ensure that the unit standards retained by NQS reflect national priorities including those expressed in the Tertiary Education Strategy and Statement of Tertiary Education Priorities (STEPS).

NQS has considered the *Records Management* unit standards that are part of field Business. The Business and Management Advisory Steering Group that advises NQS in this area has endorsed NQS's decision to deregister the records management unit standards, subject to consultation with stakeholders.

Accredited providers and stakeholders were contacted to advise of the decision to designate the unit standards as expiring because they had never been used. Feedback from stakeholders including the Records Management Association of Australasia (RMAA) and providers has identified little interest in retaining these standards and a recommendation to allow them to lapse was agreed to. All of these unit standards have now passed their expiry date.

There are no qualifications affected by the decision to deregister these unit standards. NZQA will relinquish standard setting responsibility for all *Records Management* unit standards by December 2005. This is the last date that the unit standards can be used for assessment purposes.

Main changes resulting from the review

The review process has resulted in the following decision.

- All unit standards in the domain *Records Management* were designated as expiring, and the status of the domain was changed to Lapsed.

Unit standards categorised as category D expire at the end of December 2005.

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 Records Management

Id	Title	Level	Credit	Review Category
11007	Develop and analyse records inventories	5	10	D
11008	Describe the evolution, purpose, and scope of records management	4	10	D
11009	Manage the capture, storage, and service delivery of active records	5	20	D
11010	Manage inactive records systems	4	8	D
11011	Develop and apply retention and disposal schedules for records management	6	10	D
11012	Design, develop, and implement records classification systems and staff training	6	20	D
11013	Plan for protection, preservation, and conservation of records	5	5	D
11014	Relate concepts, issues, and trends of information environment to developments in records management	6	15	D
11015	Evaluate, implement, and review records management and document management software	6	10	D
11016	Develop and review a disaster recovery programme for records	6	16	D
11017	Identify and evaluate the commercial value of information when managing records	6	10	D
11018	Provide a records and information management service	7	10	D