

Title	Demonstrate knowledge of record management systems within an organisation		
Level	3	Credits	5

Purpose	People credited with this unit standard are able to demonstrate knowledge of: the purpose and operations of an organisation's record management system; and an organisation's records storage, retrieval and security systems for record management.
----------------	--

Classification	Business Administration > Business Information Management
-----------------------	---

Available grade	Achieved
------------------------	----------

Guidance Information

The following legislation and subsequent amendments provide reference, where needed, for this unit standard:

Health and Safety in Employment Act 1992

Official Information Act 1982

Privacy Act 1993

Public Records Act 2005.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of the purpose and operations of an organisation's record management system.

Performance criteria

1.1 The objectives of a record management system are identified.

1.2 The components of record management systems are explained in terms of their function and contribution to the organisation's overall records system.

Range components may include but are not limited to – inventory, index, retention systems, storage and retrieval, archiving, disposal, destruction;
evidence of three components is required.

1.3 The process of records creation is explained in accordance with the requirements of the organisation's record management system.

Range process may include but is not limited to – file requisition procedure, assessment of need for file, intended use, specifications, life of file, security considerations, cross references; evidence of three is required.

1.4 The operation and maintenance procedures for the organisation's records are explained in accordance with the requirements of the record management system.

1.5 The operation of the records retention system, including archiving, is described in accordance with the requirements of the organisation's record management system.

1.6 The organisation's record management system is described in terms of its policy for records disposal and methods of destruction.

Range methods may include but are not limited to – disposal – archiving, off site, on site, digital, microfiche, backup systems; destruction – shredding, burning, dumping, data destruction equipment, recycling records; evidence of two methods for disposal and two methods for destruction is required.

Outcome 2

Demonstrate knowledge of an organisation's records storage, retrieval and security systems for record management.

Performance criteria

2.1 Centralised and decentralised systems are explained in terms of storage and retrieval functions and factors that influence methods of storage and retrieval.

Range may include but is not limited to – access requirements, speed of retrieval, storage facilities, activity and/or inactivity of records, distribution requirements, volume of records, turn around time required; evidence of three is required.

2.2 Electronic and manual storage and retrieval systems are explained in terms of equipment requirements, and advantages and limitations of each system.

2.3 Security for records management is described in terms of security safeguards, data security methods, and the requirements of relevant legislation.

Range may include but is not limited to – physical security, physical access, information availability, data access, data modification, data destruction, unauthorised data duplication; evidence of four is required.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 March 1993	31 December 2011
Review	2	27 June 1996	31 December 2011
Review	3	28 April 1997	31 December 2011
Review	4	28 June 1999	31 December 2011
Review	5	26 September 2005	31 December 2012
Review	6	17 December 2010	31 December 2017
Rollover and Revision	7	16 April 2015	31 December 2022
Review	8	27 February 2020	31 December 2022

Consent and Moderation Requirements (CMR) reference

0113

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.