

Title	Manage and maintain records in a public sector organisation		
Level	3	Credits	3

Purpose	<p>This unit standard is intended for people employed in support roles in the public sector.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> – demonstrate knowledge of records management in a public sector organisation; and – manage and maintain records in a public sector organisation.
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Classification	Public Sector Services > Public Sector Core Skills
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Available grade	Achieved
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Guidance Information

1 References

Crown Entities Act 2004;
 Employment Relations Act 2000;
 Health and Safety at Work Act 2015;
 Human Rights Act 1993;
 Income Tax Act 2007;
 Local Government Act 2002;
 Local Government Official Information and Meetings Act 1987;
 New Zealand Bill of Rights Act 1990;
 Official Information Act 1982;
 Privacy Act 1993;
 Protected Disclosures Act 2000;
 Public Finance Act 1989;
 Public Records Act 2005;
 State Sector Act 1988;
 Statistics Act 1975;
 Te Tiriti o Waitangi/Treaty of Waitangi;
 Te Ture mō Te Reo Māori 2016/Māori Language Act 2016;
 and all subsequent amendments and replacements.

It is important to note that there is in most cases specific legislation relevant to the organisation in which the candidate is employed. This must be included.

- 2 Assessment against this unit standard must be based on evidence from a real or simulated public sector workplace situation, provided the simulation reflects public sector requirements and requires performance that replicates a real working environment.

- 3 Demonstration of knowledge and skills must be consistent with any applicable code or codes of conduct such as the New Zealand State Services Code of Conduct, Standards of Integrity and Conduct (available from <http://www.ssc.govt.nz>) and/or any other public sector specific code or codes of conduct and/or ethics, and must reflect operating professionally and ethically in New Zealand's diverse, bi-, and multicultural environment.
- 4 The standards and policies set by Archives New Zealand are relevant to this unit standard. These will be reflected in the organisational policies and procedures relevant to the public sector organisation in which the candidate is employed.
- 5 Definitions
Organisational requirements refer to instructions to staff on policies, procedures, and methodologies which are documented and are available in the workplace. Organisational requirements in the public sector will be consistent with relevant legislation.
Public sector refers to organisations of the state sector (listed in Schedule 1 and 1A to the State Sector Act 1988, available from <http://www.legislation.govt.nz>), plus organisations of local government.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of records management in a public sector organisation.

Performance criteria

- 1.1 Outline, for own role with in a public sector organisation, what defines a record.
- Range may include but is not limited to – communications (written and oral), reports, applications, data.
- 1.2 Explain the objectives of a records management system in terms of meeting an organisation's internal and external requirements.
- Range objectives may include but are not limited to – accurate and complete information, process recorded information efficiently, provide information cost-effectively.
- 1.3 Explain the impact of legislation on records management relevant to own organisation.
- Range legislation includes but is not limited to – Privacy Act 1993; Public Records Act 2005; and one of Official Information Act 1982, Local Government Official Information and Meetings Act 1987.

Outcome 2

Manage and maintain records in a public sector organisation.

Range records may include but are not limited to – hard copy (paper-based records), electronic records (including electronic files and email filing systems), visual media, audio media.

Performance criteria

2.1 Manage and maintain records in accordance with organisational and legislative requirements.

Range may include but is not limited to – creation, storage, retrieval, archiving, disposal.

Planned review date	31 December 2023
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	22 December 1999	31 December 2012
Review	2	27 May 2003	31 December 2012
Rollover and Revision	3	20 November 2009	31 December 2020
Review	4	20 May 2011	31 December 2020
Review	5	24 January 2019	N/A

Consent and Moderation Requirements (CMR) reference	0121
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact The Skills Organisation reviewcomments@skills.org.nz if you wish to suggest changes to the content of this unit standard.