

# Development of a Retention and Disposal Schedule

**Would you like to develop a retention and disposal schedule?**

**Are you compliant with Information Standard 31?**

This course supports the *Public Records Act 2002* by guiding public sector employees on the development of retention and disposal schedule to assist their organisations in meeting the disposal requirements under the Act. Based on *Information Standard 31: Retention and Disposal of Public Records* and the *Guideline for the Development of Retention and Disposal Schedules* this course includes the research, functional analysis and documentation required to prepare retention and disposal schedules for core business records.

During this highly practical and interactive course guides participants will be guided through the six key steps identified in the *Guideline for the Development of Retention and Disposal Schedules*.

These steps are:

- Step 1: Establish the project
- Step 2: Research context and records
- Step 3: Draft the RDS
- Step 4: Seek approval
- Step 5: Implement the RDS
- Step 6: Maintain and review the RDS

This course features practical activities and hints, tips and resources for establishing good disposal practices within Queensland public authorities.

## Course Content

This course is comprised of the following content:

- Understanding the regulatory context for disposal planning and resourcing disposal of public records in your organisation
- Researching your organisation's context, functions and records
- Preparing schedules
- Seeking approval
- Implementing, maintaining and reviewing schedules

## Who should attend this course?

This course is primarily designed for senior records practitioners or those with broad information and organisational experience and demonstrated skills in research analysis and written communications. Participants attending this course should have at least a basic understanding of recordkeeping within public sector environment.

## Learning Objectives

By the completion of this course participants will be able to:

- Understand the purpose and mandates for keeping records
- Understand the roles and responsibilities for the retention and disposal of public records
- Identify the benefits establishing a disposal program
- Identify factors to consider when planning a Retention and disposal schedule (RDS) project
- Identify risks associated with poor retention and disposal practice
- Demonstrate the process for developing a RDS
- Understand the key requirements for implementing, maintaining and review a RDS

## Course Materials

All participants receive a course pack consisting of

- Workbook and notes
- Case study
- Examples of schedules, legislative mappings, classification scheme and disposal program overview
- Copies of presentation slides
- Pre-course readings

## How much does it Cost?

\$220 (including GST) per participant to attend; \$400 per participant if attending both this session and the companion course Implementing a Retention and Disposal Schedule.

## Delivery

This course will be delivered by Jackie Bettington, Principal Consultant and Director, Corporate Information Management Services.

## How do I register for this course?

Participants may register and pay for this course online through the Corporate and Information Management Services secure payment gateway. To register, go to: [www.cims.com.au/training](http://www.cims.com.au/training)

- Invoices may be requested online.
- Payment may be made via EFT, Visa, Mastercard or Cheque.
- Places are limited and will be guaranteed only upon receipt of full payment.