

# Implementing a Retention and Disposal Schedule

**Are you running out of space for public records?**

**Would you like to implement your retention and disposal schedule, but you are not sure where to start?**

This course supports the *Public Records Act 2002* and *Information Standard 31: Retention and Disposal of Public Records* by guiding public sector employees on implementing retention and disposal schedules approved under the Act.

During this highly practical and interactive course participants will be guided through the four key steps identified in the *Guideline for the Implementation of Retention and Disposal Schedules*. It will apply the recommended processes for implementing retention and disposal schedules for current records (including records in business systems and developing disposal triggers for records systems) and legacy records. These steps are:

- Step 1: Plan and prepare
- Step 2: Sentence
- Step 3: Review
- Step 4: Dispose

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:

- The rules, roles and responsibilities for records disposal
- Identifying records from other forms of information
- Planning and preparing for disposal
- Sentencing current records
- Sentencing legacy records
- Re-sentencing records
- Implementing final disposal (destruction, transfer and retaining as archives)

## Who should attend this course?

This course is primarily designed for records practitioners or those with broad information and organisational experience and tasked with undertaking retention and disposal actions within their organisation. Participants attending this course should have a broad understanding of recordkeeping within public sector environment. A pack of pre-course readings has been developed to help participants with little knowledge and experience in public sector recordkeeping..

## Learning Objectives

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

- Explain the legal and accountability requirements for the lawful disposal of records
- Explain the importance of the lawful disposal of records
- Understand the roles and responsibilities for ensuring the lawful disposal of records
- Explain the key attributes of records
- Explain the relationship between records classification and retention and disposal
- Demonstrate the process for sentencing records using a valid retention and disposal schedule
- Demonstrate the process for preparing records for destruction
- Demonstrate the process for transferring records
- Demonstrate the process for documenting disposal.

## 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 Development of 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.