
Overview

This standard is about archiving and retrieving information in line with organisational procedures and relevant legal requirements. It includes identifying and agreeing on the information to be archived and the appropriate retention period, maintaining records of archived information and dealing with or referring any problems that arise. Archive systems may be paper-based, electronic or digital. It is for administrators that provide archive services as part of their role.

**Performance
criteria**

- You must be able to:*
- P1 identify and agree on the information to be archived
 - P2 identify and agree on the retention period for information being archived
 - P3 archive information to the agreed brief and within agreed timescales
 - P4 follow requirements of external archive systems, if outsourced from the organisation
 - P5 archive information to comply with organisational policies and procedures and legislation requirements
 - P6 maintain and update a record of archived information
 - P7 retrieve archived information on request
 - P8 follow agreed procedures for deleting information from the archive system to comply with organisational policies and procedures and legislation requirements, if required
 - P9 resolve or refer problems that occur with the archive systems

Knowledge and understanding

You need to know and understand:

- K1 the purpose of archiving required information
- K2 legal and organisational requirements covering security and confidentiality of information to be archived
- K3 the procedures to be followed to access archive information systems
- K4 the purpose of recording archived information
- K5 when information should be archived and the procedures to follow
- K6 procedures for the retention of archived information
- K7 procedures for retrieving archived information
- K8 procedures for deleting archived information
- K9 the problems that occur with archive systems and who to report them to

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Provide archive services

Additional Information

Skills

1. communicating
2. organising
3. planning
4. problem solving
5. using technology

Links to other NOS

IT; Health, Safety and Security of People, Premises and Property;
Manage Information and Data

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