

S219: Provide archive services

Overview: Archive and retrieve information to the agreed brief and in line with organisational requirements.

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

Specific skills: • Communicating • Organising • Planning • Problem-solving
• Using technology

Performance Indicators

1. Identify and agree on the information to be archived
2. Identify and agree on the retention period for information being archived
3. Archive information to the agreed brief and within agreed timescales
4. Follow requirements of external archive systems, if outsourced from the organisation
5. Archive information to comply with organisational policies and procedures and legislation requirements
6. Maintain and update a record of archived information
7. Retrieve archived information on request
8. Follow agreed procedures for deleting information from the archive system to comply with organisational policies and procedures and legislation requirements, if required
9. Resolve or refer problems that occur with the archive systems

Knowledge & Understanding

- A. The purpose of archiving required information
- B. Legal and organisational requirements covering security and confidentiality of information to be archived
- C. The purpose of deciding and agreeing information to be archived
- D. The procedures to be followed to access archive information systems
- E. The purpose of recording archived information
- F. The purpose of archiving information within agreed timescales
- G. When information should be archived and procedures should followed
- H. Procedures for the retention of archived information
- I. Procedures for retrieving archived information
- J. Procedures for deleting archived information
- K. The problems that occur with archive systems and who to report them to