



**Records Disposal**

**Full Day**

#### **Who should attend**

Records officers, administration officers or Information Managers with responsibility for records management.

#### **Course Objective**

This practical course will provide participants with the skills and knowledge to establish a Disposal Program for their organisation.


#### **Course Outcomes**

On completion of the course, participants will be able to:

- Demonstrate familiarity with relevant disposal authorities or Retention and Disposal Schedules;
- Apply the disposal authority to active and inactive records, using appraisal techniques;
- Review records designated for destruction and obtain authorisation for destruction;
- Resentencing records when disposal authorities are updated;
- Plan and implement a regular program of disposal;
- Prepare records designated as State Archives for transfer to a State Records Office;
- Apply disposal decisions at the time of creation of a file;
- Broadly discuss the GDA for Source Records, where relevant;
- Identify storage options for active and inactive records;
- Assess storage conditions for various storage media;
- Pack storage boxes for efficient future disposal.

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If you have any questions please contact:

 0438 275 751

 [training@irisconsulting.net.au](mailto:training@irisconsulting.net.au)