Records Management
2011 Calendar
Welcome to The Training Consortium’s Records Management Calendar for January to December 2011

The Records Management calendar is a package of courses developed by the Archives Office of Tasmania, specifically designed to assist State and local government employees to understand and comply with the formal guidelines set out by the State Archivist, within the Tasmanian legislative framework.

Who is the calendar for?
The courses apply to a broad range of State and local government employees, from new employees who require a basic introduction to the State Government Records Management processes, through to those responsible for managing records and disposal schedules.

How do you participate?
The course schedule on page three advises the date, venue, location and target audience for each course; this is followed by an outline of each course. To register for a course complete the registration form on the last page and fax or email it to TTC on 6233 6600 or ttc@dpac.tas.gov.au. For further information call TTC on 6232 7511.

Who do you contact for more information?
If you have any questions regarding the courses offered in this calendar, or if your training requirements are not covered, not available in your region, or you would like to arrange an in-house course, please call the TTC on 6232 7511.

Presenters
David Benjamin (Archives Office of Tasmania) – David has attained a Bachelor of Arts with Honours in Political Science, a Graduate Diploma in Information Management and a Certificate IV in Workplace Assessment and Training. He has been an archivist for over 20 years, working in the public and private sectors in three states, and has had responsibility for training others in every job he has held. He will be accompanied by an experienced colleague from the Archives Office.

Chris Fripp (Relevancy Pty Ltd) – Chris delivers the Records Management Introduction and is highly skilled in developing and delivering records management workshops.

Current Member Organisations: Australian Antarctic Division; Aurora Energy; Centrelink Tasmania; Departments of Economic Development, Tourism and the Arts, Education, Health and Human Services, Infrastructure Energy & Resources, Justice, Police & Emergency Management, Premier & Cabinet, Primary Industries, Parks, Water & Environment, Treasury & Finance; Local Government Association of Tasmania; Metro Tasmania; Tasmanian Audit Office; The Tasmanian Skills Institute; Transend Networks; University of Tasmania.
## Event Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Duration</th>
<th>Member Fee</th>
<th>Suitable for</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Records Management Introduction</strong></td>
<td>29 March</td>
<td>1 day</td>
<td>$325 (+GST)</td>
<td>Records Management employees working in State and local government agencies and authorities who work at the operational level, plus any other staff who are responsible for managing the records of an individual or business unit.</td>
</tr>
<tr>
<td></td>
<td>17 August</td>
<td>1 day</td>
<td>$325 (+GST)</td>
<td></td>
</tr>
<tr>
<td><strong>Disposal Procedure for Local Government</strong></td>
<td>2 March</td>
<td>½ day AM</td>
<td>$200 (+GST)</td>
<td>Local government employees who have administrative responsibility for records management or records disposal programs and those who undertake records disposal tasks.</td>
</tr>
<tr>
<td></td>
<td>9 March (D’port)</td>
<td>½ day PM</td>
<td>$200 (+GST)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10 March (L’ton)</td>
<td>½ day AM</td>
<td>$200 (+GST)</td>
<td></td>
</tr>
<tr>
<td><strong>Disposal Procedures</strong></td>
<td>23 March (L’ton)</td>
<td>1 day</td>
<td>$300 (+GST)</td>
<td>State and local government employees who have administrative responsibility for records management or records disposal programs and those who undertake records disposal tasks.</td>
</tr>
<tr>
<td></td>
<td>13 April</td>
<td>1 day</td>
<td>$300 (+GST)</td>
<td></td>
</tr>
<tr>
<td><strong>Using a Keyword Thesaurus – Keyword AAA</strong></td>
<td>11 May</td>
<td>½ day</td>
<td>$200 (+GST)</td>
<td>Employees whose work involves classifying, titling and indexing records using a keyword thesaurus.</td>
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<tr>
<td></td>
<td>16 November</td>
<td>½ day</td>
<td>$200 (+GST)</td>
<td></td>
</tr>
<tr>
<td><strong>Developing a Business Classification Scheme</strong></td>
<td>25 March</td>
<td>1 day</td>
<td>$400 (+GST)</td>
<td>Employees who need to compile, maintain and review a keyword thesaurus and/or develop a functional disposal schedule.</td>
</tr>
<tr>
<td><strong>Using the Keyword for Councillors Thesaurus</strong></td>
<td>29 June</td>
<td>½ day</td>
<td>$200 (+GST)</td>
<td>Local government employees whose work involves classifying, titling and indexing records using Keyword for Councillors.</td>
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<tr>
<td><strong>Writing a Functional Disposal Schedule</strong></td>
<td>20 July</td>
<td>1 day</td>
<td>$400 (+GST)</td>
<td>Employees who need to develop a functional disposal schedule.</td>
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</table>
Records Management Introduction

Objective:
To provide an overview of record keeping regulations, principles and processes.

This one-day workshop is designed for records management employees working in State and local government agencies and authorities at the operational level, plus any other staff who are responsible for managing the records of an individual or business unit.

Chris Fripp from Relevancy Pty Ltd, an experienced records management expert, will deliver this workshop.

Course content and design:
On completion of the course, participants will be able to:

- Understand the key concepts and definitions relating to records management
- Know how to create a record
- Capture and register records
- Classify records
- Archive records
- Understand standards and legislation which relate to records management
- Track records.

Member fee — $325 (+ GST)
## Disposal Procedures

<table>
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<tr>
<th><strong>Objective:</strong></th>
<th><strong>Member fee — $300 (+GST)</strong></th>
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<tbody>
<tr>
<td>To provide you with the knowledge and practical skills to select records for destruction or transfer to the Archives Office.</td>
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</tbody>
</table>

This **one-day workshop** is designed for State and local government employees who have administrative responsibility for records management or records disposal programs and those who undertake records disposal tasks.

**Two experienced trainers from the Archives Office of Tasmania will deliver this workshop. Upon completion of the course, participants will receive a certificate of attendance in recognition of their participation.**

**Course content and design:**

On completion of the course, participants will be:

- Able to determine the value of records and identify appropriate disposal action and retention periods
- Familiar with the coverage of the various disposal schedules
- Able to sentence records in accordance with authorised disposal schedules
- Able to determine appropriate access recommendations when transferring records to the Archives Office.
Using a Keyword Thesaurus – Keyword AAA

Objective

To provide information on the principles of keyword classification as a system for classifying and titling records.

This half-day workshop is designed for employees whose work involves classifying, titling and indexing records using a keyword thesaurus. It explains how keywords and descriptors can be used successfully to title and classify records and provides an opportunity for participants to create record titles using hypothetical correspondence.

Two experienced trainers from the Archives Office of Tasmania will deliver this workshop. Upon completion of the course, participants will receive a certificate of attendance in recognition of their participation.

Course content and design

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

- Explain the methodology which is the basis of functional classification
- Explain the benefits of controlled vocabulary
- Describe the principles of keyword classification
- Examine the concepts, rules, relationships, layout and language of the Keyword AAA thesaurus
- Provide practical experience in titling and classifying using Keyword AAA.
Developing a Business Classification Scheme

**Objective**
This workshop outlines the methodology used to analyse an agency's business functions and activities to enable the development of a business classification scheme. On completion of the workshop participants will be able to identify potential terminology for thesaurus compilation; identify records created while undertaking normal business functions and activities; and appraise records for the development of an agency disposal schedule. This course is based on the methodologies contained in the *Australian Standard for Records Management* (AS ISO 15489).

This *one-day, comprehensive workshop* is designed for managers and employees who need to compile, maintain and review a keyword thesaurus and/or develop a functional disposal schedule.

**Two experienced trainers from the Archives Office of Tasmania will deliver this workshop. Upon completion of the course, participants will receive a certificate of attendance in recognition of their participation.**

**Course content and design**
On completion of the course, participants will be able to:
- Analyse the environment in which the agency operates
- Establish the legal and regulatory framework within which the agency operates
- Identify the goals and strategies of the agency
  - Identify the broad functions of the agency which support the pursuit of goals and strategies
  - Identify activities of the agency which constitute these functions
  - Identify the groups of recurring transactions which constitute each activity.
### Using the *Keyword for Councils* Thesaurus

<table>
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<tr>
<td>To provide information on the principles of keyword classification as a system for classifying and titling records using the <em>Keyword for Councils</em> thesaurus. This <strong>half-day workshop</strong> is designed for local government employees whose work involves classifying, titling and indexing records using the <em>Keyword for Councils</em> thesaurus. This workshop explains how keywords and descriptors can be used successfully to title and classify council records and provides an opportunity for participants to create record titles using hypothetical correspondence.</td>
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**Two experienced trainers from the Archives Office of Tasmania will deliver this workshop. Upon completion of the course, participants will receive a certificate of attendance in recognition of their participation.**

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<td>- Examine the concepts, rules, relationships, layout and language of <em>Keyword for Councils</em></td>
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<td>- Provide practical experience in titling and classifying using the <em>Keyword for Councils</em> thesaurus.</td>
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**Member fee — $200 (+GST)**
Writing a Functional Disposal Schedule

| Member fee — $400 (+GST) |

**Objective**
This workshop evaluates business activities to determine how long records arising from these activities need to be kept to meet business needs, and the requirements of public accountability and community expectations. You will learn the process of writing a disposal schedule and having it approved through the provisions of the *Archives Act 1983*. Participants will use their business classification to begin identifying and appraising records for inclusion in their own schedule. This course is based on the methodologies contained in the *Australian Standard for Records Management (AS ISO 15489)*.

This one day, comprehensive workshop is designed for managers and employees who need to develop a functional disposal schedule.

**Pre-requisite:** prior completion of *Records Management – Developing a Business Classification Scheme*.

**Two experienced trainers from the Archives Office of Tasmania will deliver this workshop. Upon completion of the course, participants will receive a certificate of attendance in recognition of their participation.**

**Course content and design**
On completion of the course, participants will be able to:

- Combine the results of functional analysis with internal and external requirements to maintain accountability
- Evaluate potential further uses of records after current activity has ceased
- Allocate retention periods to records
- Document the appraisal process
- Write disposal classes
- Commence drafting a records disposal schedule for submission to the State Archivist for approval
- Understand the process of consultation and review leading to authorisation.
Records Management – Registration Form

Please indicate the course/s you wish to register for (✓).
Fax the completed form to The Training Consortium – 6233 6600 or email to ttc@dpac.tas.gov.au

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First Name: | Last Name:  
Position/Title: |  
Division: | Branch:  
Postal Address: |  
Email: |  
Telephone: | Mobile:  
Special Requirements: (wheelchair access, dietary, etc) |

Booking confirmation:

TTC will email you a booking confirmation advice within three working days of receiving your registration form. Please phone TTC on 6232 7511 if you do not receive this email confirmation.

Our standard invoicing arrangements are:

1. TTC will invoice you after the event has been run. Please note our cancellation policy below.
2. The invoice will contain full details of our payment options, including payment by credit card.

TTC Cancellation Policy

- Notification of cancellation must be received in writing (email acceptable).
- Cancellations received less than five working days prior to the event will attract the full fee.
- Non-attendance due to illness will attract the full fee. However, participants may attend a later program.
- Participants may be substituted at any time.