

# Conducting an Archiving & Disposal Program



Efficiently run regular and unique Archiving activities

## OVERVIEW

Develop a core records management skill while also learning how to effectively plan and engage with the business. You'll work on developing your own action plan throughout this course which will be unique to the requirements of your organisation and the program you will undertake.

### Introduction to Archiving & Disposal

- What is archiving & disposal
- Roles & responsibilities within a program
- Legislative requirements on the disposal of records
- The benefits of a regular appraisal program

### Using Disposal Authorities & Retention Schedules

- The relevance & use of locations attached to records
- How disposal authorities are matched to classification
- Making decisions on determining when a record is inactive
- Machinery of Government & the ongoing maintenance of retention schedules

### OUR EXPERTISE

Linked Training are experts in bringing real improvement to individuals, Government and Non-Government clients. Our skill is developing training content that supports both individual development and business objectives. We utilise the power of layered learning and experiential practice to fully engage and provide motivation to continuously improve.

### CUSTOMISE

We can customise! We work closely with you to understand the organisation focus on development, the required business outcomes, corporate policy and industry compliance, and your customer's needs.

### Developing a Fit for Purpose Program

- Matching your approach to the organisation environment
- Determining the scope of your archiving & disposal program
- Effective planning
- Resourcing your program
- Tools and equipment

### DURATION

1 day

→ [Click Here for Scheduled Dates](#)

### DELIVERY MODES

- ✓ Scheduled workshop
- ✓ Onsite workshop

### PRE-REQUISITES

Basic recordkeeping experience

### AUDIENCE

EDRMS  
Admin

Records  
Officer

Project  
Managers

### CORE COMPETENCIES

- ✓ Archiving & Disposal
- ✓ Communication
- ✓ Planning

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Or call **02 8824 4677**  
for more information



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*the experts*

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