



Recordkeeping Innovation

DELIVERING LASTING RESULTS

IMPLEMENTING A RECORDS DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT (IRDA-LG) (1 DAY)

This course provides participants with information on how to use the new General Disposal Authority for local government records GA 39, appropriate methods of storage and destruction of records and how to prepare records for transfer to State Records as State archives. Participants will take part in case studies and practical sessions which will reinforce the use of GA 39 and explain the procedures for transferring records.

LEARNER PROFILE

Designed for people working in local government whose work involves using the General Disposal Authority for Local Government records and preparing records for transfer to State Records.

Summary of Contents

Interpreting and implementing GA 39

- Structure and layout of GA 39
- Using GA 39

Sentencing records and exercise

- Sentencing issues
- Sentencing exercise

Establishing a record culling program

- Establishing a records culling program
- Activities and skills required for records culling

Case studies

- Examining a number of records case studies

Managing archival records

- Different models for managing archival records
- Principles of managing archival records

Transfer procedures and exercise

- Complying with training requirements under the State Records Act 1998
- Proposing State records for transfer and completing transfer documentation
- Exercise using the Procedures for transferring custody of State archives

Storage and Destruction

- Requirements for storage of State records
- Destruction Requirements that must be met before State records are destroyed
- Principles and methods of destruction and documentation requirements