
Overview

Archive and retrieve information in line with organisational requirements.

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

Specific skills:

1. communicating
2. organising
3. planning
4. problem solving
5. using technology

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Archive information

Performance criteria

You must be able to:

- P1 confirm the information to be archived
- P2 follow organisational procedures and legislation for archiving information
- P3 follow instructions to archive information correctly and within agreed timescales
- P4 maintain a record of archived information
- P5 follow instructions to retrieve archived records on request
- P6 refer problems to the appropriate colleague, if required

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Knowledge and understanding

You need to know and understand:

- K1 the purpose of archiving required information
- K2 legal and organisational requirements covering security and confidentiality of information to be archived
- K3 the purpose of confirming information to be archived
- K4 the procedures to be followed to access archive information systems
- K5 the purpose of recording archived information
- K6 the purpose of archiving information within agreed timescales
- K7 procedures for retrieving archived information
- K8 the problems that occur with archive systems and who to report them to

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Archive information

Developed by	CFA Business Skills @ Work
Version number	1
Date approved	April 2010
Indicative review date	April 2012
Validity	Current
Status	Original
Originating organisation	CFA Business Skills @ Work
Original URN	BAD333
Relevant occupations	Business, Administration and Law; Administration; Administration and Secretarial Occupations
Suite	Business and Administration NOS (2010)
Key words	business, administration, archive