Perform information management operations
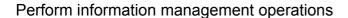
Overview

This standard involves carrying out the operations that underpin effective information management. This includes information sourcing, classification, storage, archiving and disposal in line with the legal and regulatory environment and organisational policies and standards.

This standard is aimed at information management and informatics practitioners working in the associate professional role and is primarily focussed on delivering routine information management activities reliably.

Performance criteria

You must be able to:

1. carry out information management activities in line with organisational policies and standards
2. use and apply the defined tools, processes and techniques to support information activities in line with organisational standards
3. classify and categorise information within own area of work in line with organisational standards
4. prepare information for storage in line with organisational standards
5. organise and store information in line with organisational standards
6. respond to information requests in line with organisational timescales and standards
7. source and retrieve information to meet business requirements
8. determine the accuracy, reliability and authenticity of information sources in line with quality standards
9. classify and record information sources in line with organisational standards
10. maintain an accurate information asset register in line with organisational timescales and standards
11. archive and dispose of information in line with organisational timescales and standards

Knowledge and understanding

You need to know and understand:

1. the role and importance of information within an organisation
2. the full life cycle of information from its creation or acquisition through to its disposal
3. what is entailed in information management operations
4. the processes, procedures, methods, tools and techniques that can be used to acquire, store and dispose of data and information within an organisation and how to apply them
5. the types of information sources and how to access them
6. the methods used to reference and verify information sources and how to apply them
7. the hierarchy of information classification levels used in the business context and how to apply them
8. the need to identify and comply with requirements when responding to information requests
9. that all information requests need to comply with internal and external data protection policies
10. the properties of information that are used in its classification and organisation
11. how to classify and categorise information to enable effective usage within an organisation
12. how to identify and document the information assets within own area of responsibility
13. how to structure information for ease of querying and reporting
14. what is meant by responsible use of information
15. the internal policies and procedures relating to information management
16. the legislation, regulations and external standards relating to information management
17. the benefits of collaborative information retrieval and methods used
18. the importance of identifying the business owners for information assets

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