

## Manage the organisation, storage and disposal of information

**Overview**

This standard involves implementing the information architecture to enable information to be organised effectively. It also includes managing information processes including those for storage, organisation and disposal, as well as reviewing and improving these.

This standard is aimed at information management professionals and informatics practitioners working in the professional role and is primarily focussed on ensuring that information is managed effectively.

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### Performance criteria

You must be able to:

1. implement the information architecture in line with organisational requirements
2. implement procedures for the collection, classification, organisation and disposal of information to meet business requirements
3. implement the tools and techniques for information management operations in line with organisational standards
4. prepare reports on the status of information assets and the information management processes in line with organisational standards
5. refine information management activities to improve performance in line with organisational standards
6. evaluate how well the management of information assets and sources meet business needs
7. maintain the accuracy, currency and completeness of relevant information assets

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### Knowledge and understanding

You need to know and understand:

1. how information supports business decision-making, processes and services
2. the importance of effective information management to the well-being and success of an organisation
3. the activities involved in information management and how these relate to information lifecycle management
4. how to select and apply the processes, tools and techniques relating to information management activities
5. the properties of information used for its classification, categorisation and management
6. the role of the information architecture in information organisation
7. how information is structured and organised in an information architecture to support usability and accessibility
8. the roles and responsibilities of information owners and users
9. who is authorised to create, access, distribute and dispose of information within an organisation
10. how to dispose of information securely
11. the types and scope of business information systems used in the organisation
12. how information management capability is developing in the market place

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