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## Overview

This standard is for archaeologists who are responsible for the upkeep of an organisation's archives, catalogues and index systems that are used by others, and people who are not information technology experts, but who do have responsibility for computerised and manual information systems.

Information systems are used throughout an organisation, and for a whole host of activities. To maintain the effectiveness and security of the information, it is necessary to establish some guidelines and procedures for accessing and amending the information. This standard covers developing guidelines and procedures for accessing the information system and for changing the information held in it; developing documentation rules which determine how the information should be structured; and maintaining the security and safety of information so that it is backed up and access to certain types of information is restricted.

Performance  
criteria

*You must be able to:*

**Develop procedures for accessing and amending data**

- P1 Identify and apply relevant technical and ethical standards
- P2 Identify the categories of users that are authorised to access and add, change and delete data
- P3 Specify clearly any restrictions on the access and amendment of specific data
- P4 Provide all authorised users with guidelines and procedures for accessing and amending data
- P5 Devise procedures to ensure all amendments are recorded
- P6 Identify any problems with the access and amendment procedures, and implement improvements
- P7 Check the original and amended data are stored in accordance with the organisation's policy

**Develop documentation rules**

- P8 Ensure the structure of the records meets the requirements of users and complies with relevant standards
- P9 Ensure the indexing procedures are suitable for what is being documented
- P10 Specify the individuals authorised to record the collection
- P11 Ensure the period between entry and accession is minimised
- P12 Specify information that is mandatory
- P13 Identify the information that is confidential and specify access restrictions
- P14 Establish procedures for the security of the information
- P15 Identify any problems with the documentation rules and implement improvements
- P16 Record clearly the documentation rules and distribute them to all the appropriate people

Develop procedures for the use of information systems

**Maintain the security and safety of information**

P17 Specify clearly the means of access to information and ensure they conform to all relevant legal requirements

P18 Ensure data are stored and secured in safe locations

P19 Maintain primary copies of essential records in a secure place with a suitable environment

P20 Ensure backups of primary copies are regularly made and securely stored at a different location

P21 Archive the information not in current regular use according to procedures for handling information

P22 Record clearly the rules for the security and safety of information and distribute them to all the relevant people

#### Knowledge and understanding

*You need to know and understand:*

- K1 Relevant technical and ethical standards
- K2 How to provide guidelines and procedures for users
- K3 How to store data
- K4 The different categories of user
- K5 The types of restrictions to the data that are necessary and why
- K6 The different procedures for accessing and amending data
- K7 The likely problems with accessing and amending data
- K8 The organisation's policy for storing original data
- K9 The different requirements of users
- K10 The field and record structure of the database
- K11 The different indexing procedures available
- K12 Who is responsible for authorising users, and where records of this are kept
- K13 What types of information are mandatory and optional
- K14 Guidelines on best practice
- K15 What security measures are necessary for the information
- K16 The backlog policy of the organisation
- K17 How to store data securely, and what constitutes a safe location
- K18 What is a suitable environment for keeping different types of primary copies
- K19 The procedures for making and storing backup copies of data
- K20 The archiving procedures
- K21 Why security rules are important
- K22 The potential implications resulting from a breakdown of the security procedures

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Develop procedures for the use of information systems

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**Developed by**

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**Version number**

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**Date approved**

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**Indicative review  
date**

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**Validity**

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**Status**

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**Originating  
organisation**

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**Original URN**

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**Relevant  
occupations**

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**Suite**

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**Key words**