

Measuring Up

ISO 15489 & TC46/SC 11

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Background

- **Australia**
 - Standards Committee - 1990
 - AS 4390 - 1996
 - First RM Standard
 - More Than Filing
 - RM = Strategic Component
 - Risk Management

Topics

- **Background**
- **The Standard**
- **Guidelines**
- **Future Actions**
- **Implications**

Background

International Standard

- SC 11/TC 46 – 1997
- AS 4390 as Basis
- ISO 15489 – September 2001
 - Part 1 – The Standard
 - Part 2 - Guidelines

France, Sweden, Germany, United States, Canada,
Japan, New Zealand, Australia, Denmark,
Ireland, England, and The Netherlands

ISO 15489-1

- **Base Topics**

- **Definitions**
- **Benefits of RM**
- **Regulations**
- **Policy**
- **Responsibilities**

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ISO 15489-1

- **Requirements**

- **Characteristics**
 - **Authenticity**
 - **Reliability**
 - **Integrity**
 - **Useability**

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ISO 15489-1

- **Requirements**

- **Principles**
 - **Creation/Form/Metadata**
 - **Retrieval/Transmission**
 - **Risks/Legal/Regulation**
 - **Environment/Retention**

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ISO 15489-1

- **Records System**

- **Characteristics**
 - **Reliable**
 - **Integrity**
 - **Compliant**
 - **Comprehensive/Systematic**

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ISO 15489-1

- **Records System**

- **Design**

- **Documentation**
- **Storage & Protection**
- **Conversion & Migration**
- **Access, Retrieval, and Use**
- **Retention & Disposition**

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ISO/TR 15489-2

Technical Report

- **Implementation Guidelines**
- **ONE Methodology**
- **Overview of Processes**
- **Revision Requirement**

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ISO 15489-1

- **Processes & Controls**

- **Capture & Registration**
- **Classification**
 - Vocabulary & Indexing
- **Storage & Handling**
 - Access & Tracking
- **Disposition**
- **Documentation**

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ISO/TR 15489-2

Topics

- **Policies & Responsibilities**
- **Strategy, Design, and Implementation**
- **Records Processes & Controls**
- **Monitoring & Auditing**
- **Training**
- **Cross Reference to ISO 15489-1**

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TC 46/ SC 11

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- **ISO**
- **Technical Committee 46**
Information & Documentation
- **Subcommittee 11**
Archives & Records Management

ISO/TS 23081-1

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- **Topics**
 - Definitions
 - Purpose
 - Roles & Responsibilities
 - Management of Metadata
 - Types of Metadata

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- **ISO 23081-1**
 - Technical Specification
 - Metadata for Records
 - RM Process Component
 - Part 1: Principles
 - Part 2: Implementation
 - Part 3: Evaluation of Sets

ISO/TS 23081-1

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- **Types of Metadata**
 - Records
 - Rules, Policies, and Mandates
 - Agent
 - Business Process
 - RM Processes convenient

TC 46/SC11

• **Action Plan**

- **ISO/TR 23081-2 & 3**
 - **Complete Parts 2 & 3**
 - **MoReq, DoD 5015.2**
 - **Dublin Code, AS RKMS**
- **ISO 15489**
 - **Five Year Cycle**
 - **Survey – Spring 2004**
 - **Revision - 2005**

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Implications

• **Record Centers**

- **Framework for Service[s]**
- **ISO 15489-2 [4.3.7]**
 - **Factors**
 - **Facility Considerations**
 - **Digital Storage**

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Implications

• **Customers**

- **Linked to Strategic Plan**
- **Integral to Business**
- **Important for Compliance**
- **Opportunity for Improvement**

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Implications

• **Record Centers**

- **ISO 15489-2 [4.3.7]**
 - **Factors**
 - **Volume/Growth Rate**
 - **Use/Access/Retrieval**
 - **Security/Sensitivity**
 - **Physical Characteristics**
 - **Cost**

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Implications

- **Record Centers**
 - **ISO 15489-2 [4.3.7]**
 - **Facility**
 - **Accessible/Low Risk**
 - **Suitable Environmental Stability**
 - **Fire, Water, Contaminant Protection**
 - **Safety, Security**
 - **Equipment & Containers**

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Implications

- **Record Centers**
 - **ISO 15489-2 [4.3.7]**
 - **Digital Storage**
 - **Regular Schedule**
 - **Dispersed Multiple Copies**
 - **Testing & Copying**
 - **Protection against Obsolescence**