

Australian Standard™

**Information and documentation—
Guidelines for standards drafters for
stating records management
requirements in standards**

STANDARDS
Australia



This Australian Standard was prepared by Committee IT-021, Record Management Systems. It was approved on behalf of the Council of Standards Australia on 13 April 2006.

This Standard was published on 1 May 2006.

The following are represented on Committee IT-021:

Australian Society of Archivists
Council of Australasian Archives and Records Authorities
Department of Defence (Australia)
Department of Education & Training (NSW)
Department of Foreign Affairs and Trade
Institute for Information Management
Monash University
National Archives of Australia
Public Record Office Victoria
Records Management Association of Australasia
State Records (New South Wales)
The Institute of Internal Auditors – Australia
Queensland State Archives

Additional Interests:

Enterprise Knowledge
BHP Billiton
KPMG
Recordkeeping Systems
Sutherland Shire Council
The University of Sydney
NSW Department of Commerce
Information Management Solutions
State Record Office of WA
AMS Imaging
National Archives New Zealand

Keeping Standards up-to-date

Standards are living documents which reflect progress in science, technology and systems. To maintain their currency, all Standards are periodically reviewed, and new editions are published. Between editions, amendments may be issued. Standards may also be withdrawn. It is important that readers assure themselves they are using the current Standard, which should include any amendments which may have been published since the Standard was purchased.

Detailed information about Standards can be found by visiting the Standards Web Shop at www.standards.com.au and looking up the relevant Standard in the on-line catalogue.

Alternatively, the printed Catalogue provides information current at 1 January each year, and the monthly magazine, *The Global Standard*, has a full listing of revisions and amendments published each month.

Australian Standards™ and other products and services developed by Standards Australia are published and distributed under contract by SAI Global, which operates the Standards Web Shop.

We also welcome suggestions for improvement in our Standards, and especially encourage readers to notify us immediately of any apparent inaccuracies or ambiguities. Contact us via email at mail@standards.org.au, or write to the Chief Executive, Standards Australia, GPO Box 476, Sydney, NSW 2001.

This Standard was issued in draft form for comment as DR 06019.

Australian Standard™

**Information and documentation—
Guidelines for standards drafters for
stating records management
requirements in standards**

First published as AS ISO 22310—2006.

COPYRIGHT

© Standards Australia

All rights are reserved. No part of this work may be reproduced or copied in any form or by any means, electronic or mechanical, including photocopying, without the written permission of the publisher.

Published by Standards Australia, GPO Box 476, Sydney, NSW 2001, Australia

ISBN 0 7337 7393 1

PREFACE

This Standard was prepared by the Standards Australia Committee IT-021, Record Management Systems.

This Standard is identical with, and has been reproduced from ISO 22310:2006, *Information and documentation—Guidelines for standards drafters for stating records management requirements in standards*.

The objective of this Standard is to adopt ISO 22310:2006 to provide guidance as an addition to the procedures for technical work and the methodology for the development of International Standards established by the ISO/IEC Directives, this guideline also assist those who involved in writing of documentation and records management requirements in standards.

Standards Australia wishes to thank the following organizations for their contribution enabling Australia's participation in the development of International Standards in the area of Records Management. International Standards in turn become national standards to be used in Australian industries:

Australian Society of Archivists

Fuji Xerox Australia

Monash University

National Archives of Australia

Public Record Office Victoria

Records Management Association of Australia

Record Solutions

State Records NSW

As this Standard is reproduced from an international standard, the following applies:

- (a) Its number appears on the cover and title page while the international standard number appears only on the cover.
- (b) In the source text 'this International Standard' should read 'this Australian Standard'.
- (c) A full point substitute for a comma when referring to a decimal marker.

References to International Standards should be replaced by references to Australian or Australian/New Zealand Standards, as follows:

<i>Reference to International Standard</i>		<i>Australian Standard</i>	
ISO		AS ISO	
15489	Information and documentation— Records management	15489	Records management
15489-1	Part 1: General	15489.1	Part 1: General
23081	Information and documentation— Records management processes— Metadata for records	23081	Information and documentation— Records management processes— Metadata for records
23081-1	Part 1: Principles	23081.1	Part 1: Principles
ISO/TR			
15489	Information and documentation— Records management	15489	Records management
15489-2	Part 2: Guidelines	15489.2	Part 2: Guidelines

Only international references that have been adopted as Australian Standards have been listed.

INTRODUCTION

More and more International Standards contain requirements that result in the creation, use and management of records. It is therefore important that these standards be complemented by ISO 15489-1 and ISO/TR 15489-2 so that the records remain consistent, authoritative and authentic.

The ISO TC 46/SC 11 has recognized the need to ensure interoperability of International Standards. As a result, this International Standard, on records management requirements in ISO standards, has been developed as additional guidance to the ISO/IEC Directives.

The objective of this International Standard is to assist those involved in the writing of documentation and records management requirements in standards, whether new or revised, to ensure that these requirements meet the above-mentioned key criteria of consistency and interoperability.

Use of these guidelines should result in the development of consistent records management requirements in all ISO/IEC standards, in line with the overall requirements in ISO 15489.

Use of these guidelines should also help ensure interoperability and enhance alignment between records management and management system standards with a view to facilitating the combined application of the standards by organizations that wish to do so.

The ISO technical committees responsible for developing generic records/document management requirements in standards are responsible for maintaining the integrity of their standards. These technical committees can establish a sector policy and provide further guidance and procedures for the development of sector-specific standards related to their scope. Such guidance is additional to that provided in this International Standard.

Currently in preview, click buy full version

AUSTRALIAN STANDARD

Information and documentation — Guidelines for standards drafters for stating records management requirements in standards

1 Scope

This International Standard allows the appropriate incorporation of records requirements according to ISO 15489-1, ISO/TR 15489-2 and 23081-1, which are applicable to all standards that require the creation and retention of records, into other standards. It also highlights the different elements that need to be considered as components of a comprehensive records management framework.

This guidance is in addition to the procedures for technical work and the methodology for the development of International Standards established by the ISO/IEC Directives.

This International Standard is intended for use by all ISO bodies involved in the development of records management or documentation requirements in standards. It can also be used by non-ISO standards development organizations at the international, regional or national level, which are considering or are in the process of developing records management requirements in standards and/or comparable documents.

NOTE Whenever in this International Standard the term "standard" is used, the whole range of ISO deliverables is meant [i.e. International Standards, ISO/IEC Guides, Technical Specifications, Technical Reports, Publicly Available Specifications and International Workshop Agreements] unless a specific type of document is referred to.

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 15489-1:2001, *Information and documentation — Records management — Part 1: General*

ISO/TR 15489-2, *Information and documentation — Records management — Part 2: Guidelines*

ISO 23081-1, *Information and documentation — Records management processes — Metadata for records — Part 1: Principles*

ISO/IEC Guide 2, *Standardization and related activities — General vocabulary*

IEC 60455-1, *Document management — Part 1: Principles and methods*

ISO/IEC Directives, Part 2, *Rules for the structure and drafting of International Standards*

3 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO/IEC Guide 2 and ISO 15489-1 apply.