

# ISO Standardisation in records and archives management

TC46/SC11

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The background of the slide is a solid blue color. In the bottom right corner, there are several faint, concentric circles that resemble ripples in water, creating a decorative effect.

# Overview

- TC46/SC11
- Published standards
- Work in progress
- Transformation into a MSS (family) structure
  - management system standard
- Potential new work items

# TC46/SC11

- Archives and records management
- In November 2007: 26 members and 12 observers
  - about 50-60 people per meeting
  - every continent represented except for South-America
- Liaisons with other TC
  - TC10, TC20, TC171 (document management and imaging), ISO/IEC JTC1, SC32 (data management and interchange)
- Other liaisons
  - ICA, IFLA, IRMT
- Currently divided in 10 WGs
  - of which 4 active, 3 proposed, 3 suspended
  - 3 ad hoc WGs

# Available standards

- ISO 15489 Information and documentation – Records management, Part 1: General + Part 2: Guidelines
  - due for review in 2011
  - translated into over 10 languages
  - quantity of sales comparable with ISO 9000
- ISO 23081 Information and documentation management processes, Metadata for records
  - Part 1: Principles
  - Part 2: Conceptual and Implementation issues
    - now Technical Specification, but proposed as a standard
- ISO 22310 Guidelines for stating records management in standards.

# Work in progress (1)

- Management statement
  - Available / Published (beginning 2008)
- ISO 23081 Metadata
  - Develop a 'How-to-guide' (published Spring 2008)
  - Self assessment instrument (Part 3)
  - Questionnaire to member countries on their experience in using it
- Adopting MSS approach for ISO 15489 family of standards and TRs
- Work on ISO/TR 26122 (Work process analysis), leading to publication Spring 2008
- Long term requirements for digital records (ISO/TR 26102) for ballot and comment
  - in conjunction with TC171
- Self assessment against ISO 15489

# Work in progress (2)

## ➤ Ad hoc working groups

- Marketing
- Business continuity/ vital records
- Risk management in recordkeeping (DRAMBORA)
- Digitisation TR based on a NZ-standard
- ARMA/ANSI 16-2007 Standard, The Digital Records Conversion Process: Program Planning, Requirements, Procedures

# ISO 23081 Records Metadata

- Develop a 'How-to-guide' (to be published Spring 2008)
- Self assessment instrument (Part 3)
- Questionnaire to member countries on their experience in using it
- High level guidance documents be developed:
  - EDRMS implementation
  - Business systems implementation

# Management System Standard

- Transformation of TC46/SC11 series of standards into a MSS series
  - comparable with ISO 9000, ISO 14000, ISO 27000
- Reasons
  - provides an internationally recognized, agreed and understood benchmark for best practice in all organizational contexts.
  - is a
- Management system
  - system to establish policy and objectives and to achieve those objectives
- Criteria
  - market relevance, ease of use, compatibility with other MSS, flexibility, technically sound basis, easily understood, ...
- Justification study
- Two new working groups



## Terminology

**1548900**  
Records management  
systems- Fundamentals  
and vocabulary

## Requirements

**1548901**  
Records management  
systems- Requirements

## Guidelines

**1548902**  
Records management  
system: Implementation  
guide

**1548903 \***  
Records management  
system: self-assessment  
guide

## Related standards

**23081-X \*\***  
Metadata for  
records-1

2

3

**26122**  
Work process  
analysis for  
records

**26102**  
Requirements for long  
term preservation of  
electronic records

# Other issues

## ➤ Terminology

- recordkeeping vs. records management
- appraisal

## ➤ Marketing/ public relations

## ➤ Composition of SC11

- becoming more international (no longer Europe-centric)

## ➤ Participation in conferences such as ICA congress in Kuala Lumpur

# Benefits

- Records standards important as a
  - place marker
    - articulating recordkeeping concepts etc. delineating them from other information management
  - set of facilitative tools
  - means of profession building
  - means of improving practice
    - now slightly ahead of practice
  - means of achieving a significant mass
    - community → international consensus