ISO Standardisation in records and archives management

TC46/SC11

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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

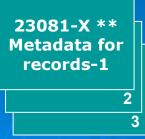
1548901 Records management systems- Requirements

Guidelines

1548902
Records management
system: Implementation
guide

1548903 *
Records management
system: self-assessment
quide

Related standards



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