

ISO 15489-1:2016-04 (E)

Information and documentation - Records management - Part 1: Concepts and principles

Contents		Page
Foreword		iv
Introduction		v
1	Scope	1
2	Normative references	1
3	Terms and definitions	1
4	Principles for managing records	3
5	Records and records systems	4
5.1	General	4
5.2	Records	4
5.2.1	General	4
5.2.2	Characteristics of authoritative records	4
5.2.3	Metadata for records	5
5.3	Records systems	6
5.3.1	General	6
5.3.2	Characteristics of records systems	6
6	Policies and responsibilities	8
6.1	General	8
6.2	Policies	8
6.3	Responsibilities	8
6.4	Monitoring and evaluation	9
6.5	Competence and training	10
7	Appraisal	10
7.1	General	10
7.2	Scope of appraisal	11
7.3	Understanding the business	11
7.4	Determining records requirements	12
7.5	Implementing records requirements	12
8	Records controls	13
8.1	General	13
8.2	Metadata schemas for records	13
8.3	Business classification schemes	14
8.4	Access and permissions rules	15
8.5	Disposition authorities	15
9	Processes for creating, capturing and managing records	16
9.1	General	16
9.2	Creating records	16
9.3	Capturing records	16
9.4	Records classification and indexing	17
9.5	Access control	17
9.6	Storing records	17
9.7	Use and reuse	18

9.8	Migrating and converting records	18
9.9	Disposition	18
	Bibliography	20