

ISO/TR 8344:2024-04 (E)

Information and documentation - Issues and considerations for managing records in structured data environments

Contents

Page

- Foreword..... v
- Introduction..... vi
- 1 Scope..... 1**
- 2 Normative reference..... 1**
- 3 Terms and definitions..... 1**
- 4 Basic concepts..... 4**
 - 4.1 Understanding relationships among data, information, records and knowledge..... 4
 - 4.2 Concept of structured data..... 5
 - 4.2.1 Physical records and structured data..... 5
 - 4.2.2 Business systems..... 5
 - 4.2.3 Databases..... 5
 - 4.3 Different interpretations of the concept of 'record' 7
 - 4.4 Metadata for records as structured data..... 7
 - 4.5 Characteristics of structured data..... 7
- 5 Issues for managing records in structured data environments..... 8**
 - 5.1 General..... 8
 - 5.2 Individual records are not self-contained..... 9
 - 5.3 Systems are not designed to capture records..... 9
 - 5.4 Data is often re-used..... 9
 - 5.5 Records controls may not be able to be applied in business systems..... 9
 - 5.6 Records processes may be different in business systems..... 10
 - 5.7 Record meaning may depend on system documentation..... 10
 - 5.8 Ownership and control of records in shared systems may not be clear..... 10
 - 5.9 Disposition of individual records is not feasible..... 11
 - 5.10 Conflict between disposition and the referential integrity rule for relational databases..... 12
 - 5.11 Preserving structured data records over the long-term..... 12
 - 5.12 Data may be highly dynamic..... 12
- 6 Concerns about managing records in structured data environments..... 13**
 - 6.1 General..... 13
 - 6.2 Approaches to managing records in structured data environments..... 13
 - 6.3 Appraisal of records in structured data environments..... 13
 - 6.3.1 Appraisal to determine what records need to be captured..... 13
 - 6.3.2 Appraisal to determine retention requirements..... 14
 - 6.4 Records management by design in structured data environments..... 14
 - 6.4.1 General..... 14
 - 6.4.2 Policy approach..... 15
 - 6.4.3 Technical approach..... 15
 - 6.5 Apply records controls or policies from other applications to business systems..... 16
 - 6.6 Implement a management system for records across business systems..... 16
 - 6.6.1 Strategic considerations..... 16
 - 6.6.2 Operational considerations..... 16
- Annex A (informative) Identification of concepts and characteristics of structured data..... 17**
- Annex B (informative) Examples of relational database..... 18**
- Annex C (informative) Concepts of record from management perspective and technology perspective..... 23**

Annex D (informative) Template and use cases on records management in structured data environments	30
Annex E (informative) Use case-1 as an example	35
Annex F (informative) Use case-2 as an example	40
Annex G (informative) Use case-3 as an example	44
Annex H (informative) Use case-4 as an example	49
Annex I (informative) By design approach	53
Bibliography	60