ISO/TS 7538:2024-08 (E)

Functional requirements for disposition of records

Contents

Page

Foreword ... **iv**

Introduction ... **v**

1 Scope ... **1**

2 Normative references ... **1**

3 Terms and definitions ... **1**

4 Purpose and benefits ... **2**

5 Principles ... **2**

6 Disposition requirements ... **3**

6.1 General ... 3

6.2 Governance of disposition ... 3

6.2.1 General ... 3

6.2.2 Authorization of disposition ... 3

6.2.3 Reviewing and updating disposition authorities ... 4

6.3 Disposition policies ... 5

6.4 Disposition processes ... 5

6.4.1 General ... 5

6.4.2 Processes ... 5

6.4.3 Documenting disposition ... 6

6.4.4 Disposition actions ... 6

6.5 Exceptional circumstances and their implications for disposition ... 8

6.5.1 General ... 8

6.5.2 Disposition due to exceptional events ... 8

6.5.3 Disposition holds ... 8

7 Performance evaluation and improvement ... **9**

7.1 General ... 9

7.2 Monitoring, measurement, analysis and evaluation ... 9

Annex A (informative) **Disposition challenges** ... **10**

Bibliography ... **14**