

ISO 16175-1:2010-12 (E)

Information and documentation_ - Principles and functional requirements for records in electronic office environments_ - Part_1: Overview and statement of principles

CONTENTS

1 INTRODUCTION	1
1.1 Scope and purpose	1
1.2 Audience	2
1.3 Related standards	2
1.4 Structure and use	3
2 GOOD PRACTICE: DIGITAL RECORDS AND THE ROLE OF SOFTWARE	4
3 GUIDING PRINCIPLES	
3.1 Records-related principles	5
3.2 Systems-related principles	6
4 IMPLEMENTATION ISSUES	7
4.1 Components of successful digital business information management	7
4.2 Risks and mitigations	9
4.3 Financial and organisational sustainability of digital systems	11
5 OTHER FUNCTIONAL REQUIREMENTS REFERENCED AND EVALUATED	12
6 GLOSSARY	15