

ISO/TR 21946:2018-11 (E)

Information and documentation - Appraisal for managing records

Contents	Page
Foreword	iv
Introduction	v
1 Scope	1
2 Normative references	1
3 Terms and definitions	1
4 Appraisal process	2
5 Information gathering and analysis	3
5.1 General.....	3
5.2 Determining the scope of appraisal.....	4
5.3 Determining who to involve in the appraisal process.....	4
5.4 Information gathering.....	5
5.5 Analysis of the business context.....	6
5.6 Analysis of the technological context.....	6
5.7 Functional analysis.....	7
5.8 Sequential analysis.....	7
5.9 Identification of agents.....	7
5.10 Identification of business critical areas.....	8
5.11 Determining records requirements.....	9
5.11.1 General.....	9
5.11.2 Business needs for records.....	9
5.11.3 Legal and regulatory requirements for records.....	10
5.11.4 Community or societal expectations for records.....	10
6 Assessment and implementation	11
6.1 General.....	11
6.2 Linking records requirements to business functions and work processes.....	11
6.3 Assessment and treatment of risks associated with the implementation of records requirements.....	13
6.4 Documentation of the appraisal process.....	15
6.5 Using the results of the appraisal process.....	16
7 Monitoring	17
8 Review and corrective action	17
Bibliography	18