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INFORMATSIOON JA DOKUMENTATSIOON
Dokumendihaldusprotsessid
Dokumentide metaandmed
Osa 1: Põhimõtted

Information and documentation
Records management processes
Metadata for records
Part 1: Principles
(ISO 23081-1:2017, identical)

EESTI STANDARDIKESKUS
ESTONIAN CENTRE FOR STANDARDISATION

EESTI STANDARDI EESSÕNA	NATIONAL FOREWORD
See Eesti standard EVS-ISO 23081-1:2019 „Informatsioon ja dokumentatsioon. Dokumendihaldusprotsessid. Dokumentide metaandmed. Osa 1: Põhimõtted“ sisaldab rahvusvahelise standardi ISO 23081-1:2017 „Information and documentation. Records management processes. Metadata for records. Part 1: Principles“ identset ingliskeelset teksti.	This Estonian Standard EVS-ISO 23081-1:2019 consists of the identical English text of the International Standard ISO 23081-1:2017 „Information and documentation. Records management processes. Metadata for records. Part 1: Principles“.
Ettepaneku rahvusvahelise standardi ümbertrüki meetodil ülevõtuks on esitanud EVS/TK 22, standardi avaldamist on korraldanud Eesti Standardikeskus.	Proposal to adopt the International Standard by reprint method has been presented by EVS/TK 22, the Estonian Standard has been published by the Estonian Centre for Standardisation.
Standard EVS-ISO 23081-1:2019 on jõustunud sellekohase teate avaldamisega EVS Teataja 2019. aasta detsembrikuu numbris.	Standard EVS-ISO 23081-1:2019 has been endorsed with a notification published in the December 2019 issue of the official bulletin of the Estonian Centre for Standardisation.
Standard on kättesaadav Eesti Standardikeskusest.	This standard is available from the Estonian Centre for Standardisation.

Käsitlusala

See dokument käsitleb dokumendihalduse metaandmete alus- ja üldpõhimõtteid. Need põhimõtted on kohaldatavad

— dokumentidele ja nende metaandmetele;

— kõigile dokumente ja nende metaandmeid mõjutavatele tegevustele;

— igale dokumentidega ja nende metaandmetega seotud süsteemile;

— igale organisatsioonile, kes vastutab oma dokumentide ja nende metaandmete haldamise eest.

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation on the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see the following URL: www.iso.org/iso/foreword.html

This document was prepared by ISO/TC 46, *Information and documentation*, Subcommittee SC 11, *Archives/records management*.

This second edition cancels and replaces the first edition (ISO 23081-1:2006), which has been technically revised.

A list of all the parts of ISO 23081 can be found on the ISO website.

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Introduction

ISO 23081 sets a framework for creating, managing and using records management metadata and explains the principles that govern them.

This document gives guidelines for understanding, implementing and using metadata within the framework of ISO 15489. It addresses the relevance of records management metadata in business processes and the different roles and types of metadata that support business and records management processes. It also sets a framework for managing those metadata.

NOTE In this part of ISO 23081, business and business activity are used as broad terms, not restricted to commercial activity, but including public administration, non-profit and other activities.

It does not define a mandatory set of records management metadata to be implemented, since these metadata will differ in detail according to organizational or specific requirements for jurisdiction. However, it assesses the main existing metadata sets in line with the requirements of ISO 15489.

ISO 23081-2 and ISO 23081-3 are more explanatory and provide practical guidance on implementation issues and how to assess records management metadata sets against the principles in this document.

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Information and documentation — Records management processes — Metadata for records —

Part 1: Principles

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1 Scope

This document covers the principles that underpin and govern records management metadata. These principles are applicable to:

— records and their metadata;

— all processes that affect them;

— any system in which they reside;

— any organization that is responsible for their management.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 15489-1:2016, *Information and documentation — Records management — Part 1: Concepts and principles*

3 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO 15489-1 and the following apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

— ISO Online browsing platform: available at http://www.iso.org/obp

— IEC Electropedia: available at http://www.electropedia.org/

3.1
agent
individual, workgroup or organization responsible for, or involved in record creation, capture and/or records management processes

Note 1 to entry: Technological tools such as software applications can be considered agents if they routinely perform records processes.

3.2
aggregation
any accumulation of record entities at a level above record object

[SOURCE: ISO 16175-2:2011]

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