

INFORMATSIOON JA DOKUMENTATSIOON
Dokumendihaldusprotsessid
Dokumentide metaandmed
Osa 1: Põhimõtted

Information and documentation
Records management processes
Metadata for records
Part 1: Principles

EESTI STANDARDI EESSÕNA**NATIONAL FOREWORD**

<p>Käesolev Eesti standard EVS-ISO 23081-1:2006 "Informatsioon ja dokumentatsioon. Dokumendihaldusprotsessid. Dokumentide metaandmed. Osa 1: Põhimõtted" sisaldab rahvusvahelise standardi ISO 23081-1:2006 "Information and documentation - Records management processes - Metadata for records - Part 1: Principles" identset ingliskeelset teksti.</p>	<p>This Estonian Standard EVS-ISO 23081-1:2006 consists of the identical English text of the International Standard ISO 23081-1:2006 "Information and documentation - Records management processes - Metadata for records - Part 1: Principles".</p>
<p>Standardi avaldamise korraldas Eesti Standardikeskus.</p>	<p>Estonian standard is published by the Estonian Centre for Standardisation.</p>
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<p>Standard on kättesaadav Eesti Standardikeskusest.</p>	<p>The standard is available from Estonian Centre for Standardisation.</p>

Käsitlusala

ISO 23081 käesolev osa käsitleb dokumendihalduse metaandmete alus- ja üldpõhimõtteid. Need põhimõtted käsitlevad ajas järgmist:

- dokumente ja nende metaandmeid;
- kõiki dokumente ja nende metaandmeid mõjutavaid tegevusi;
- iga dokumentidega ja nende metaandmetega seotud süsteemi;
- iga dokumentide ja nende metaandmete halduse eest vastutavat organisatsiooni.

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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.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

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.

ISO 23081-1 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 11, *Archives/records management*.

This first edition cancels and replaces Technical Specification ISO/TS 23081-1:2004, which has been updated and technically revised.

ISO 23081 consists of the following parts, under the general title *Information and documentation — Records management processes — Metadata for records*:

— *Part 1: Principles*

Introduction

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

This International Standard is a guide to 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 processes¹⁾. It also sets a framework for managing those metadata.

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.

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

The proposed Parts 2 and 3 will be more explanatory and provide practical guidance on implementation issues and how to assess records management metadata sets against the principles in this part of ISO 23081. These future parts will be Technical Reports that should be considered as more time-bound documents that will need regular updates.

1) 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.

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

Part 1: Principles

1 Scope

This part of ISO 23081 covers the principles that underpin and govern records management metadata. These principles apply through time 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 referenced documents are indispensable for the application 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 15489-1:2001, *Information and documentation — Records management — Part 1: General*

3 Terms and definitions

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

3.1

agent

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

3.2

encoding scheme

controlled list of all the acceptable values in natural language and/or as a syntax-encoded text string designed for machine processing

3.3

schema

logical plan showing the relationships between metadata elements, normally through establishing rules for the use and management of metadata specifically as regards the semantics, the syntax and the optionality (*obligation level*) of values