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Information and documentation — Guidelines for standards drafters for stating records management requirements in standards

Information et documentation — Lignes directrices pour les rédacteurs de normes pour les exigences de «records management» dans les normes

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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 22310 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 11, *Archives/records management*.

Introduction

More and more International Standards contain requirements that result in the creation, use and management of records. It is therefore important that these standards be complemented by ISO 15489-1 and ISO/TR 15489-2 so that the records remain consistent, authoritative and authentic.

The ISO TC 46/SC 11 has recognized the need to ensure interoperability of International Standards. As a result, this International Standard, on records management requirements in ISO standards, has been developed as additional guidance to the ISO/IEC Directives.

The objective of this International Standard is to assist those involved in the writing of documentation and records management requirements in standards, whether new or revised, to ensure that these requirements meet the above-mentioned key criteria of consistency and interoperability.

Use of these guidelines should result in the development of consistent records management requirements in all ISO/IEC standards, in line with the overall requirements in ISO 15489.

Use of these guidelines should also help ensure interoperability and enhance alignment between records management and management system standards with a view to facilitating the combined application of the standards by organizations that wish to do so.

The ISO technical committees responsible for developing generic records/document management requirements in standards are responsible for maintaining the integrity of their standards. These technical committees can establish a sector policy and provide further guidance and procedures for the development of sector-specific standards related to their scope. Such guidance is additional to that provided in this International Standard.

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1 Scope

This International Standard allows the appropriate incorporation of records requirements, according to ISO 15489-1, ISO/TR 15489-2 and 23081-1, which are applicable to all standards that require the creation and retention of records, into other standards. It also highlights the different elements that need to be considered as components of a comprehensive records management framework.

This guidance is in addition to the procedures for technical work and the methodology for the development of International Standards established by the ISO/IEC Directives.

This International Standard is intended for use by all ISO bodies involved in the development of records management or documentation requirements in standards. It can also be used by non-ISO standards development organizations at the international, regional or national level, which are considering or are in the process of developing records management requirements in standards and/or comparable documents.

NOTE   Whenever in this International Standard the term "standard" is used, the whole range of ISO deliverables is meant [i.e. International Standards, ISO(/IEC) Guides, Technical Specifications, Technical Reports, Publicly Available Specifications and International Workshop Agreements] unless a specific type of document is referred to.

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*

ISO/TR 15489-2, *Information and documentation — Records management — Part 2: Guidelines*

ISO 23081-1, *Information and documentation — Records management processes — Metadata for records — Part 1: Principles*

ISO/IEC Guide 2, *Standardization and related activities — General vocabulary*

IEC 82045-1, *Document management — Part 1: Principles and methods*

ISO/IEC Directives, Part 2, *Rules for the structure and drafting of International Standards*

3 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO/IEC Guide 2 and ISO 15489-1 apply.

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