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Australian Standard™

Information and documentation—Records management processes—Metadata for records

Part 1: Principles

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This Australian Standard was prepared by Committee IT-021, Records Management System. It was approved on behalf of the Council of Standards Australia on 19 April 2006.
This Standard was published on 8 May 2006.

The following are represented on Committee IT-021:

Australian Society of Archivists
Council of Australasian Archives and Records Authorities
Department of Defence (Australia)
Department of Education & Training (NSW)
Department of Foreign Affairs and Trade
Institute for Information Management
Monash University
National Archives of Australia
Public Record Office Victoria
Records Management Association of Australasia
State Records (New South Wales)
The Institute of Internal Auditors – Australia
Queensland State Archives

Additional Interests:

Enterprise Knowledge
BHP Billiton
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This Standard was issued in draft form for comment as DR 06095.

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Australian Standard™

Information and documentation—Records management processes—Metadata for records

Part 1: Principles

Originated as AS ISO 23081.1—2004.
Second edition 2006.

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Published by Standards Australia GPO Box 476, Sydney, NSW 2001, Australia

ISBN 0 7337 7395 8

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PREFACE

This Standard was prepared by the Standards Australia Committee IT-021, Records Management System to supersede AS ISO 23081.1—2004.

This Standard is identical with, and has been reproduced from ISO 23081-1:2006, *Information and documentation—Records management processes—Metadata for records*—Part 1*: Principles.*

The objective of this Standard is to provide individuals or organizations who are responsible for record creation, capture and record management with a framework for creating, managing and using records management metadata and explains the principles that govern them.

This Standard is Part 1 of AS ISO 23081, *Information and documentation—Records management processes—Metadata for records*. When additional parts of the ISO 23081 Series are published, Committee IT-021 will consider them for adoption.

Standards Australia wish to thank the following organizations for their contribution enabling Australia's participation in the development of International Standards in the area of Records Management. International Standards in turn become national standards to be used in Australian industries:

- Australian Society of Archivists
- Fuji Xerox Australia
- Monash University
- National Archives of Australia
- Public Record Office Victoria
- Records Management Association of Australia
- Record Solutions
- State Records NSW

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References to International Standards should be replaced by references to Australian or Australian/New Zealand Standards, as follows:

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15489-1	Part 1: General	15489.1	Part 1: General
ISO/IEC		AS ISO/IEC	
11179	Information technology—Metadata registries (MDR)	11179	Information technology—Metadata registries (MDR)
11179-1	Part 1: Framework	11179.1	Part 1: Framework

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