AS ISO 15489.1—2002
ISO 15489-1

Australian Standard™

Records Management

Part 1: General

[ISO title: Information and documentation—Records management—
Part 1: General]

Standards Australia

This Australian Standard was prepared by Committee IT-021, Records Management. It was approved on behalf of the Council of Standards Australia on 21 February 2002 and published on 13 March 2002.

The following interests are represented on Committee IT-021:

Australian Society of Archivists

Department of Immigration Australia

Health Information Management Association of Australia

Institute of Internal Auditors Australia

Institute of Information Management

Monash University

National Archives of Australia

New South Wales Technical and Further Education Commission

Public Record Office, Victoria

Records Management Association of Australia

Additional interests participating in the preparation of this Standard:

Archival consultants

Document management consultants

Image management consultants

Knowledge management consultants

Records management consultants

Roads and Traffic Authority of New South Wales

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This Standard was issued in draft form for comment as DR 01318.

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PREFACE

This Australian Standard was prepared by the Joint Standards Australia/Standards New Zealand Committee IT-021 on Records Management. After consultation with stakeholders in both countries, Standards Australia and Standards New Zealand decided to develop this Standard as an Australian, rather than an Australian/New Zealand Standard. It is identical with and has been reproduced from ISO 15489-1, *Information and documentation—Records management—Part 1: General.*

Committee IT-021 provides input to the ISO Committee, ISO/TC 46/SC 11 on Archives/Records Management, in the preparation of the ISO 15489 series.

This Standards is Part One of a series dealing with records management.

The series consists of the following standards:

AS 15489   Records Management

AS 15489.1   Part 1: General (this Standard)

AS 15489.2   Part 2: Guidelines

The objective of this Part One is to provide best practice records management policies and procedures.

For AS ISO 15489 the following specific changes in terminology should be noted:

For the purpose of this Australian Standard, the ISO text should be modified as follows:

Terminology—The words 'this Australian Standard' should replace 'this International Standard'.

Disposition and disposal—For all references to 'disposition' use 'disposal'.

Disposition authority and disposal authority—For all references to 'disposition authority' use 'disposal authority'.

Records requirements and recordkeeping requirements—For all references to 'records requirements' use 'recordkeeping requirements'.

Records system and recordkeeping system—For all references to 'records system' use 'recordkeeping system'.

This Standard provides for the use of the following Australian/New Zealand Standards as equivalents to the ISO Standards referenced herein:

Reference to International Standard or other   Equivalent Australian/New Zealand Standard publication

ISO		AS/NZS ISO	
9001	Quality management systems —Requirements		Quality management systems — Requirements
14001	Environmental management systems —Specification with guidance for use		Environmental management systems —Specification with guidance for use

As this Standard is reproduced from an international Standard, its number does not appear on each page of text and its identity is shown only on the cover and title page.

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