

AS ISO 15489.1—2002
ISO 15489-1

AS ISO 15489.1

Australian Standard™

Records Management

Part 1: General

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

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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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 Standard 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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