ISO Standardisation in records and archives management

TC46/SC11
Hans Hofman
Nationaal Archief Netherlands
Overview

- TC46/SC11
- Published standards
- Work in progress
- Transformation into a MSS (family) structure
  - management system standard
- Potential new work items
TC46/SC11

- Archives and records management
- In November 2007: 26 members and 12 observers
  - about 50-60 people per meeting
  - every continent represented except for South-America
- Liaisons with other TC
  - TC10, TC20, TC171 (document management and imaging), ISO/IEC JTC1, SC32 (data management and interchange)
- Other liaisons
  - ICA, IFLA, IRMT
- Currently divided in 10 WGs
  - of which 4 active, 3 proposed, 3 suspended
  - 3 ad hoc WGs
Available standards

  - due for review in 2011
  - translated into over 10 languages
  - quantity of sales comparable with ISO 9000
- ISO 23081 Information and documentation management processes, Metadata for records
  - Part 1: Principles
  - Part 2: Conceptual and Implementation issues
    - now Technical Specification, but proposed as a standard
- ISO 22310 Guidelines for stating records management in standards.
Work in progress (1)

- Management statement
  - Available / Published (beginning 2008)
- ISO 23081 Metadata
  - Develop a ‘How-to-guide’ (published Spring 2008)
  - Self assessment instrument (Part 3)
  - Questionnaire to member countries on their experience in using it
- Adopting MSS approach for ISO 15489 family of standards and TRs
- Work on ISO/TR 26122 (Work process analysis), leading to publication Spring 2008
- Long term requirements for digital records (ISO/TR 26102) for ballot and comment
  - in conjunction with TC171
- Self assessment against ISO 15489
Work in progress (2)

- Ad hoc working groups
  - Marketing
  - Business continuity/ vital records
  - Risk management in recordkeeping (DRAMBORA)
  - Digitisation TR based on a NZ-standard
ISO 23081 Records Metadata

- Develop a ‘How-to-guide’ (to be published Spring 2008)
- Self assessment instrument (Part 3)
- Questionnaire to member countries on their experience in using it
- High level guidance documents be developed:
  - EDRMS implementation
  - Business systems implementation
Management System Standard

- Transformation of TC46/SC11 series of standards into a MSS series
  - comparable with ISO 9000, ISO 14000, ISO 27000

- Reasons
  - provides an internationally recognized, agreed and understood benchmark for best practice in all organizational contexts.
  - is a

- Management system
  - system to establish policy and objectives and to achieve those objectives

- Criteria
  - market relevance, ease of use, compatibility with other MSS, flexibility, technically sound basis, easily understood, …

- Justification study

- Two new working groups
Other issues

- Terminology
  - recordkeeping vs. records management
  - appraisal

- Marketing/ public relations

- Composition of SC11
  - becoming more international (no longer Europe-centric)

- Participation in conferences such as ICA congress in Kuala Lumpur
Benefits

Records standards important as a

• place marker
  • articulating recordkeeping concepts etc. delineating them from other information management

• set of facilitative tools

• means of profession building

• means of improving practice
  • now slightly ahead of practice

• means of achieving a significant mass
  • community → international consensus