Foundation Standards for recordkeeping

- ISO 15489, Records Management
- Part 1 and Part 2
- Review of ISO 15489

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OUTLINE

- Brief introduction to ISO 15489
- Overview of the review process
- Orientation of the review
- Approach and thinking guiding our contribution
- The next steps
ISO 15489

Background to ISO 15489 – AS 4390
Australia context of recordkeeping in 1990s

- Paper-based, centralised, limited connections to IT systems
- Established industry, records management tertiary qualifications
- Taking the standard to international arena
ISO 15489

The Committee responsible has over 26 countries actively participating and 12 observing. Every continent and region of the world represented

ISO 15489 is a statement of professional practice addressed to those doing records work

It consists of:

- Part 1, issued in 2001, covers benefits and principles of records management programs, statement of characteristics of records and records systems, and outline of design & implementation of records systems
- Part 2, Guidelines (for implementation), issued in 2002 (in Australia Part 2 is a technical report)
ISO 15489

- ISO 15489 had been an outstanding success
- It has been translated into French, German, Spanish, Chinese, Turkish, Urdu, Iranian, Estonian, Swedish, Dutch, Finnish….
- It is referenced and used by the records profession internationally
- It laid the foundation for a series of standards and technical reports, dealing with
  - Metadata
  - Work process analysis
  - Classification
  - Digitisation
  - Records in electronic office environments &
  - The Management system for records standards (MSRs)
ISO 15489 is now a very old standard

It is up for revision

- Outstanding success – but different adoption rate makes it difficult to change

- In 2006 there was no consensus on what should be revised or how

- Now question is how to relate the revision of the foundation standard to the series of standards published since 2002

- Statement of best current practice or looking to set principles for the next decade?
Challenges of contemporary workplaces

Decentralised
Proliferation of business applications
Mobile devices
Business use of social media
Outsourcing and use of the “cloud”
So is the Records Management Standard still relevant?
Do records still matter?
Do records still matter?

“The inquiry also found deficiencies in recordkeeping particularly in Immigration. Much corporate information in Immigration resided in emails in personal drives and there were inadequate corporate records of key decisions. Key procedures and agreements between Immigration and ASIO were not well documented.”

The Inspector General of Intelligence and Security, Dr Vivienne Thom: Executive summary of January 2014 report
Do records still matter?

- Managing personal information - privacy
- Re-use of data – how do we know what we have got?
- Compliance and litigation
- Risk management
- Linking systems and information – applying records techniques to other forms of information
Starting directions for review

The revised standard(s) must be principles-based and

- need to last c.10 years
- apply clearly to digital environment
- reach beyond the EDRMS
- embed records in business processes
- start with appraisal and analysis of context of creation and use
- embrace risk management for the records, as well as business risk
- recognise systems and rules must extend outside of organisational boundaries
The revised standard will cover:

- Principles for managing records
- Records and records systems
- Appraisal
  - Understanding context
  - Determining records requirements
- Records controls
- Processes for managing records
- Policies and responsibilities
Where are we in the review process?

- A CD was issued prior to the SC11 meeting in Washington DC in May
- Agreed that next step would be a draft DIS
- Draft DIS currently being commented on
- DIS to be issued in time for consideration at SC11 in Beijing in 2015
- Published late 2015?
ACKNOWLEDGEMENT

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