



SLOVENSKI STANDARD

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Information and documentation -- Principles and functional requirements for records in electronic office environments -- Part 1: Overview and statement of principles

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**Information and documentation —
Principles and functional requirements
for records in electronic office
environments —**

Part 1:

Overview and statement of principles

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*Information et documentation — Principes et exigences fonctionnelles
pour les enregistrements dans les environnements électroniques de
bureau —*

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Partie 1: Aperçu et déclaration de principes

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Foreword

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The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO 16175-1 was prepared by the International Council on Archives (as International Council on Archives and the Australasian Digital Recordkeeping Initiative *Principles and Functional Requirements for Records in Electronic Office Environments — Module 1: Overview and Statement of Principles*) and was adopted, under a special “fast-track procedure”, by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 11, *Archives/records management*, in parallel with its approval by the ISO member bodies.

ISO 16175 consists of the following parts, under the general title *Information and documentation — Principles and functional requirements for records in electronic office environments*:

- *Part 1: Overview and statement of principles*
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- *Part 2: Guidelines and functional requirements for records in electronic office environments*
- *Part 3: Guidelines and functional requirements for records in business systems*

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International Council on Archives

Principles and functional requirements for
records in digital office environments

Module 1

Overview and statement of principles (standards.iteh.ai)

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1 INTRODUCTION

A variety of functional specifications for records management software has been developed in the international community. In 2006, the International Council on Archives agreed to develop a harmonised, generic suite of functional requirements for software products for making and keeping records based on existing jurisdiction-specific specifications, and to do so in a manner consistent with the International Standard on Records Management, ISO 15489. It is hoped that this suite of guidelines and functional requirements will assist jurisdictions that are developing, or looking to adopt, their own functional specifications, as well as inform the update and revision of previously existing standards. The application of this set of functional requirements is meant to not only inform the development of electronic records management software, but also to aid in the incorporation of records functionality into generic business information systems software products, as well as specific line-of-business systems. These specifications can also be used by the private sector (for example, multinational corporations) as a stand-alone tool.

Principles and Functional Requirements for Records in Digital Office Environments was sponsored by the International Council on Archives as a project in its Electronic Records and Automation Priority Area, lead by George Mackenzie, Director of the National Archives of Scotland. Adrian Cunningham (National Archives of Australia) was Project Coordinator. Archives New Zealand (Stephen Clarke) acted as the Secretariat for the project. Other participating countries included Cayman Islands (Sonya Sherman), United Kingdom – England and Wales (Richard Blake), Germany (Andrea Hänger and Frank Bischoff), Malaysia (Mahfuzah Yusuf and Azimah Mohd Ali), Netherlands (Hans Hofman), Scotland (Rob Mildren and Steve Bordwell), South Africa (Louisa Venter), Sweden (Göran Kristiansson), France (Olivier de Solan) and the United States (Mark Giguere). The project was also supported by the Australasian Digital Recordkeeping Initiative, a collaborative venture sponsored by the Council of Australasian Archives and Records Authorities. ADRI member Queensland State Archives (Rowena Loo and Anna Morris) contributed to the drafting of Module 3.

1.1 Scope and purpose

The aim of the Principles and Functional Requirements for Records in Digital Office Environments project is to produce globally harmonised principles and functional requirements for software used to create and manage digital records in office environments. There currently exist a number of jurisdiction-specific functional requirements and software specifications. The project's objective is to synthesise this existing work into requirements and guidelines to meet the needs of the international archives, records and information management community and to enable that community to liaise, in a consolidated manner, with the global software industry.

The objectives of the project are to:

- enable better management of records in organisations;