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Document management — Minimum requirements for the storage of documents —

Part 3: Disposal

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(Partie 3: Élimination)
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Foreword

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The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

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For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 171, *Document management applications*, Subcommittee SC 1, *Quality, preservation and integrity of information*.

A list of all parts in the ISO 19475 series can be found on the ISO website.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

Introduction

When electronic documents are managed in a typical office environment, it is necessary to determine the processes required for their management. This includes identifying the type of documents to be managed and their importance to the organization. The volumes of electronic documents that require management is growing, as electronic documents are being created by an ever-increasing variety of combinations of hardware and software. It is essential that documents are managed in such a way that supports the management of the organization and its core business activities.

The ISO 19475 series specifies the minimum requirements necessary to maintain the authenticity, integrity and readability of documents managed by an electronic document management system. Clarifying the management of electronic documents promotes usability of the documents, in both a legal and business context.

The series is composed of three parts.

ISO/TS 19475-1 specifies requirements for the capture of documents into document management systems.

ISO/TS 19475-2 specifies requirements for the storage of documents. It is aimed at maintaining the authenticity and integrity of the stored documents.

This document specifies requirements for the evaluation of stored documents and for implementing decisions to either destroy the documents or transfer them to another storage facility.

This document specifies the minimum requirements that are necessary when operating a document management system to preserve the authenticity, integrity and readability of an electronic document. Implementing these requirements helps to demonstrate the authenticity of the documents. The organization managing the documents is able to maintain the quality of its document management systems by specifying and implementing the prescribed methods of operation.

The purpose of this document is to specify the minimum requirements that an organization implements in order to capture electronic documents. This document focuses on those electronic documents that may be required for legal, regulatory or business evidential purposes.

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