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ISO 15489-1:2016, Second Edition: Information And Documentation - Records Management - Part 1: Concepts And Principles



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Synopsis

ISO 15489-1:2016 defines the concepts and principles from which approaches to the creation, capture and management of records are developed. This part of ISO 15489 describes concepts and principles relating to the following:a) records, metadata for records and records systems;b) policies, assigned responsibilities, monitoring and training supporting the effective management of records;c) recurrent analysis of business context and the identification of records requirements;d) records controls;e) processes for creating, capturing and managing records.ISO 15489-1:2016 applies to the creation, capture and management of records regardless of structure or form, in all types of business and technological environments, over time.

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