

Information Management Advice 5 Australian Standard AS ISO 15489 Records Management

Introduction

AS ISO 15489 provides a common international standard for recordkeeping in any medium or format or in any combination of media. AS ISO 15489 also supports other ISO standards with specific recordkeeping requirements.

The standard enables government organisations to develop policies, strategies and programs, which will ensure that State records have the essential characteristics of accuracy, integrity and reliability.

The standard comprises two Parts:

Part 1 includes:

- definitions to clarify meanings and significance of terms commonly misunderstood
- a summary of the benefits of records management
- the need for, and ways to establish policies, procedures and practices to ensure that business needs for evidence, accountability and information are met
- the fundamental principles of records management and how these are realised through a comprehensive program
- the design and implementation of a recordkeeping system and the characteristics of recorded information
- monitoring, auditing and training

Part 2 expands on the design and implementation methodology suggested in Part 1 and gives an overview of the processes and factors to consider in order to comply with Part 1.

Endorsement

The State Archivist has endorsed the Australian Standard AS ISO 15489 and promotes this standard as a model for best practice recordkeeping in Tasmanian State and local government organisations in conjunction with the State records guidelines and recordkeeping advices issued through TAHO. Copies of AS ISO 15489 can be purchased from:

SAI Global Business Publishing

GPO Box 5420

Sydney NSW 2001

ph: 1300 65 46 46 / fax: 1300 65 49 49

email: sales@sai-global.com

website: www.standards.com.auContent

Further Advice

For more detailed advice please contact

Government Information Strategy Unit
Tasmanian Archive and Heritage Office
91 Murray Street
HOBART TASMANIA 7000
Telephone: 03 6165 5581
Email: gisu@education.tas.gov.au

Information Security Classification

This document has been security classified using the Tasmanian Government Information Security classification standard as PUBLIC and will be managed according to the requirements of the Tasmanian Government Information Security Policy.

Document Development History

Build Status

Version	Date	Author	Reason	Sections
2.0	February 2015	Christine Woods	Template	All
1.0	13/07/2005	TAHO	Initial Release	All

Amendments in this Release

Section Title	Section Number	Amendment Summary
All	All	Document imported into new template

Issued: July 2005

State Archivist