



# Australian Standard AS ISO 15489 - Records Management

## What is AS ISO 15489?

AS ISO 15489, published in March 2002, is the new Australian Standard on records management.

The Standard represents recognised international best practice guidance on records management. The new standard is an Australian codification of the International Standard on Records Management, ISO 15489, approved in October 2001.

## What is the relationship with the Australian Standard AS 4390?

In December 1995, Australia became the first country in the world to develop a standard on records management - AS 4390 - 1996. Following the approval and release of the standard, the international records management community began work on the development of an International Standard. This work used AS 4390 -1996 Records Management as its starting point. AS ISO 15489-2002 replaces AS 4390-1996.

## What application has the Standard in South Australia?

The Council of Federal, State and Territory Archives (COFSTA) endorsed AS ISO 15489 on 8 March 2002. State Records is a member institution of COFSTA, and as a result has endorsed the Standard for use by agencies within South Australia.

## What is the structure of the Standard?

The Standard is in two parts:

- AS ISO 15489.1-2002, Records Management - Part 1: General and
- AS ISO 15489.2-2002, Records Management - Part 2: Guidelines.

### AS ISO 15489.1-2002, Records Management - Part 1:General

This part of the Standard provides guidance on managing records of originating organisations, public or private, for internal and external clients<sup>1</sup>. It contains discussions of:

- the benefits of good records management
- the issues of regulatory environments
- the need for records management policies and assigned records management responsibilities
- the principles of records management programmes

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<sup>1</sup> AS ISO 15489.1, p. 1.

- the characteristics of a record
- the characteristics of a records system
- the steps to be taken in designing and implementing a records system
- the records management processes and controls
- records management monitoring and auditing
- records management training.

## **AS ISO 15489.2-2002, Records Management - Part 2: Guidelines**

This part of AS ISO 15489 is an implementation guide to AS ISO 15489.1 for use by records management professionals and those charged with managing records in their organisations.<sup>2</sup> This part of the Standard provides more detailed and step- by-step guidance on each of the areas contained within Part 1.

## **Are there other standards to complement AS ISO 15489?**

Standards Australia Technical committees have developed or are developing a number of Australian standards and guides to complement Parts 1 and 2 of AS ISO 15489 –2002, including:

- Work Process Analysis – Australian Standard AS 5090 – 2003 Work Process Analysis for Recordkeeping was released in 2003
- Compliance – a Standards Australia sub committee is developing a compliance infrastructure, which will enable organisations to demonstrate compliance with AS ISO 15489 – 2002. The compliance guide will incorporate language and references that are considered unique to the Australian recordkeeping environment
- Recordkeeping Metadata – ISO is developing a Recordkeeping Metadata Standard at an international level. A Standards Australia sub committee is developing a standard recordkeeping metadata set of elements to complement the ISO. It will draw on existing work including the South Australian Recordkeeping Metadata Standard (SARKMS)
- Records Management Classification - a Standards Australia sub committee is developing a handbook about the structure and construction of classification tools such as thesauri and records classification schemes to support recordkeeping systems developed in accordance with AS ISO 15489 – 2002.

## **Does AS ISO 15489 replace the Adequate Records Management Framework?**

AS ISO 15489 – 2002 does not replace any components or requirements of the Adequate Records Management Framework. However, State Records accepts the Standard as best practice advice within the parameters of the Adequate Records Management Framework.

## **Further information**

- Standards Australia, Australian Standard *AS ISO 15489-2002, Records Management* (2002).

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<sup>2</sup> AS ISO 15489.2, p. 1.

- Standards Australia, *Australian Standard AS 5090 – 2003 – Work Process Analysis for Recordkeeping* (2003).
- State Records of South Australia, *Adequate Records Management - Meeting the Standard, Improvement Matrix and Implementation Plan* (2002).
- State Records of South Australia, *South Australian Recordkeeping Metadata Standard (SARKMS)* (2003).

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