

Editorial Extract

File Force International Pty Ltd
1 300 300 395 (Australia)
author@fileforce.net

Serious Records Management

SUBJECT	International Standard on Records Management
Date	Extracted from Paperless Ponderings Vol 5 #1
While every effort has been made to ensure the accuracy of the attached information it is given to you as an expression of opinion of the author. File Force does not purport to be nor is it an expert on the topic.	

[ALL DRESSED UP AND NO PLACE TO GO](#)

We now have a new standard in records management - International Standard on Records Management ISO15489. But what does it mean to you, a businessperson in Australia. Very little.

It does say that to have a compliant records system it must be documented. (Remember the Quality Assurance Manuals we all wrote and never read.)

To quote from the standard - Determining Documents To Be Captured Into The System: "Business or personal actions should be captured as records and linked with metadata which characterize their specific business context when they commit an organization or individual to action, render an organization or individual accountable, or document an action, a decision or decision-making process." Not many of us know the difference between "metadata" and "Metalica", and most consider that when we capture something we can be had up for "kidnap".

When the first Australian standard was released some 6 years ago (Australian Standard 4390) we thought that was a bit vague. But this new epistle for the whole world lacks any direction and is of little use to the individual businessperson. You can spend the odd Fifty bucks and get that cheated feeling very quickly. In terms of sheer quantity the new standard covers 33 pages including definitions, introduction and index. The last one was six volumes and had some good checklists in it.

You will find Standards Australian at www.standards.com.au