ISO 15489

ISO 15489-1:2001 General
ISO 15489-2:2001 Guidelines

Formally adopted by over 50 countries, translated into 15 languages

Discussions on revision started 2012
Many discussions held
Parts 1 and 2 now withdrawn
ISO 15489

New version of ISO 15489 published in 2016

Information and documentation – Records management

Part 1: Concepts and principles
What were the challenges?

- No longer necessarily constrained by physical limits
- New business models
- Transparency in business decision-making
- Information security and privacy issues
- Most new records are digital, many old records are paper based
- Numerous systems involved, which can change frequently
- Records are business enablers (active rather than passive)
What does it contain?

- Terms and definitions
- Principles for managing records
- Policies and responsibilities
- Appraisal
- Records controls
- Processes for creating, capturing and managing records
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What has happened to Part 2?

• Current document withdrawn
• A number of new projects in progress
What has happened to Part 2?

- ISO 16175 (3 parts) Processes and functional requirements for designing and implementing records systems
  - The ‘old ICA publication
  - Being revised into 2 parts:
    - Functional requirements and associated guidance for any applications that manage digital records (the old Parts 2 & 3)
    - Guidance on selecting, designing, implementing and maintaining software for managing records (the old Part 1)
  - Awaiting DIS ballots
What has happened to Part 2?

- ISO 21946 Appraisal for managing records
  - The appraisal process
    - Determining records requirements
    - Linking records requirements to business functions and work processes
    - Assessing risks associated with the implementation of records requirements
    - Performance analysis
    - Results of the appraisal process
  - Draft discussed at last face-to-face meeting
  - Updated draft then publication (now at proof stage)
What has happened to Part 2?

- ISO 21965 Records management in enterprise architecture
  - Purpose and content
  - Business context and stakeholders
  - Business motivation - Goals
  - Business motivation - Capability
  - Motivation – Architecture principles
  - Information
  - Strategy and implementation
  - Reference application scenarios
  - Architecture development model
- Draft discussed at last face-to-face meeting
- Updated draft reviewed and then published (now at proof stage)
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What has happened to Part 2?

• ISO 22428 Records management in the cloud
  • General requirements
  • Cloud stakeholder model
  • Cloud digital record use cases
  • Risk factors in cloud digital record
  • Social and legal risks in cloud records
• Updated draft for ballot awaited
What about ISO 30300 series?

- ISO 15489 and additions not ‘compliance’ tools

However

- ISO Management systems for records
  - ISO 30300 Core concepts and vocabulary
    - In revision (CD stage)
  - ISO 30301 Requirements
    - In revision (DIS approved)
  - ISO 30302 Guidelines for implementation
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Other ISO work

- ISO 13008:2012 Digital records conversion and migration process
  - Revision starting
- ISO/TR 13028:2010 Implementation guidelines for disposition of records
- ISO 17068:2017 Trusted third party repository for digital records
- ISO 23081 (3 parts) Metadata for records
- ISO/TR 26122:2008 Work process analysis for records
- Records management and blockchain
Meetings

- BSI committee IDT/2/17 meet as required
- ISO meet in Lisbon 14th – 17th May
- Next meeting in Ottawa, Canada 6th – 9th May 2019

Information

- [https://committee.iso.org/home/tc46sc11](https://committee.iso.org/home/tc46sc11)
GDPR

Data Protection

ISO/IEC 27552

- Enhancement to ISO/IEC 27001 and 27002
- Adds ‘Privacy information management’ to ‘Information security management’
Thank You – Any further questions?

Alan Shipman

a.shipman@group5.co.uk
www.group5.co.uk