



# Information and documentation— Records management

## Part 1: Concepts and principles



This Australian Standard® was prepared by Committee IT-021, Records and Document Management Systems. It was approved on behalf of the Council of Standards Australia on 20 March 2017.

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- 

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Standards Australia wishes to acknowledge the participation of the expert individuals that contributed to the development of this Standard through their representation on the Committee and through the public comment period.

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## Australian Standard<sup>®</sup>

# Information and documentation— Records management

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## PREFACE

This Standard was prepared by the Standards Australia Committee IT-021, Records and Document Management Systems, to supersede AS ISO 15489.1—2002, *Records Management, Part 1: General* and AS ISO 15489.2—2002, *Records Management, Part 2: Guidelines*.

The objective of this Standard is to define the concepts and principles from which approaches to the creation, capture and management of records are developed. This Standard applies to the creation, capture and management of records regardless of structure or form, in all types of business and technological environments, over time.

This Standard is identical with, and has been reproduced from ISO 15489-1:2016, *Information and documentation — Records management — Part 1: Concepts and principles*.

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