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# ISO 15489-1:2001, Information And Documentation - Records Management - Part 1: General



## Synopsis

This part of ISO 15489 provides guidance on managing records<sup>1)</sup> of originating organizations, public or private, for internal and external clients. All the elements outlined in this part of ISO 15489 are recommended to ensure that adequate records are created, captured and managed. Procedures that help to ensure the management of records according to the principles and elements outlined in this part of ISO 15489 are provided in ISO/TR 15489-2 (Guidelines). This part of ISO 15489 applies to the management of records, in all formats or media, created or received by any public or private organization in the conduct of its activities, or any individual with a duty to create and maintain records, provides guidance on determining the responsibilities of organizations for records and records policies, procedures, systems and processes, provides guidance on records management in support of a quality process framework to comply with ISO 9001 and ISO 14001, provides guidance on the design and implementation of a records system, but does not include the management of archival records within archival institutions. This part of ISO 15489 is intended for use by managers of organizations, records, information and technology management professionals, all other personnel in organizations, and other individuals with a duty to create and maintain records. 1) In some countries, the management of records also applies to archives management. Archives management is not covered in this part of ISO 15489.

## Book Information

Paperback: 26 pages

Publisher: Multiple. Distributed through American National Standards Institute (ANSI) (August 23, 2007)

Language: English

ASIN: B000Y2SJAC

Product Dimensions: 8.2 x 0.1 x 10.5 inches

Shipping Weight: 3.2 ounces (View shipping rates and policies)

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Best Sellers Rank: #4,625,934 in Books (See Top 100 in Books) #70 in Books > Engineering & Transportation > Engineering > Reference > American National Standards Institute (ANSI)

Publications #776718 in Books > Textbooks

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