

## ISO 15489

The International Standard on Records Management ISO 15489, provides guidance on creating records policies, procedures, systems and processes to support the management of records in all formats. It is widely used internationally in both private and public sector organizations.

The Archives of Manitoba endorses ISO 15489 as a code of best practice in the Manitoba Government.

### 1. WHAT IS ISO 15489?

International Standard ISO 15489 (Geneva, 2001) was developed by an international committee and is based on the 1996 Australian Standard on Records Management. It was launched at the ARMA International Conference (Montreal) in 2001 and is supported by the Standards Council of Canada.

The Standard was designed to meet the ongoing need for efficient and cost effective best practice recordkeeping in a business environment. It is also used as the basis for other practical guidelines and specifications.

### 2. WHAT ARE THE KEY COMPONENTS?

The standard has two parts:

#### **ISO 15489-1:2001 *Information and documentation – Records Management – Part 1: General***

Part 1 gives a high level framework for recordkeeping and specifically outlines:

- the benefits of good records management
- legal considerations
- the importance of assigning roles and responsibilities for records management
- the fundamental principles of a records management program
- design of recordkeeping systems
- records management processes
- auditing and training

#### **ISO/TR 15489-2:2001 *Information and documentation – Records Management – Part 2: Guidelines***

Part 2 is a guide to putting Part 1 into practice. It includes:

- additional guidance on records management policies and the responsibilities to be defined and assigned

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- further explanation for developing recordkeeping systems
- practical advice on the development of records processes and controls to manage records
- records management training in the organization

### 3. WHY IS IT HELPFUL?

The Standard is useful to the Manitoba Government because:

- It meets the recordkeeping needs of organizations worldwide.
- As an international standard, it gives an widely accepted framework to help managers set up and maintain best practice recordkeeping systems.
- It has a monitoring and auditing framework to enable levels of compliance and accompanying benefits to be benchmarked and assessed.
- GRO policies, standards, guidance and tools are either based on it or are consistent with it.

### 4. WHERE CAN YOU GET A COPY?

The standard is available for purchase on-line at the ISO store:

- [ISO 15489-1:2001](#) *Information and documentation – Records Management – Part 1: General*
- [ISO/TR 15489-2:2001](#) *Information and documentation – Records Management – Part 2: Guidelines*

Copies of the Standard can also be purchased from:

Standards Council of Canada at <http://www.standardsstore.ca/eSpecs/index.jsp>

### Sources:

Archives New Zealand. *Fact Sheet: ISO 15489* (June 2006)

<http://continuum.archives.govt.nz/files/file/factsheets/f4.pdf>

Government of Alberta Information Management Branch, Service Alberta. *Implementing the ISO 15489 Records Management Standard in the Government of Alberta* (October 2003) <http://www.im.gov.ab.ca/publications/pdf/ISO15489.pdf>

National Archives of Australia. *AS ISO 15489* (n.d.) <http://www.naa.gov.au/records-management/IM-framework/requirements/Standards/AS-ISO-15489.aspx>