

# Why ISO 15489?

## Enhance your brand with best-practice record management

By choosing to implement ISO 15489 you will be adopting best-practice record management, boosting accountability and transparency and strengthening your processes for auditing and training for an enhanced business brand.

### With ISO 15489 your business can:

- ✓ Simplify document recording, retrieval and deletion with a logical classification system
- ✓ Maintain compliance with the latest legislation
- ✓ Demonstrate a commitment to excellent record management
- ✓ Reduce errors for greater efficiency

## Principles of ISO 15489



### Leadership

- Who will set objectives?
- Who will be accountable?



### Planning

- How will you achieve your goals?
- What areas do your team need to focus on?



### Support

- Do you have the resources you need to achieve your goals?
- How will you document and communicate them?



### Operation

- How do you intend to manage your records?
- How will you ensure that records are reliable and accurate?



### Evaluation

- How will you measure, monitor, analyse and evaluate your business' performance?



### Improvement

- How do you document process reviews and ensure the right improvements are made?

With guidance and support from our expert consultants you will be able to develop and implement a management system that grows with your business and helps you to achieve your record management objectives.