



COUNCIL OF AUSTRALASIAN ARCHIVES
AND RECORDS AUTHORITIES

CAARA Policy 12

ISO 15489: Information and Documentation – Records Management

Status: Current
Adopted: 8 March 2002

CAARA acknowledges the traditional custodians of Country and their continuing connection to land, sea and community.

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OFFICIAL

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COFSTA has endorsed the international standard on records management, *ISO 15489: Information and Documentation – Records Management*, as a policy statement, reflecting best practice for records management. The standard and accompanying guidelines can be purchased from [Standards Australia](#).

<https://www.standards.org.au/standards-catalogue/sa-snz/communication/it-021/as--iso--15489-dot-1-colon-2017>

AS ISO 15489.1:2017

[Current]

Information and documentation — Records management, Part 1: Concepts and principles

Adopts ISO 15489-1:2016 to define the concepts and principles from which approaches to the creation, capture and management of records are developed.

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