

# COMMITTEE TERMS OF REFERENCE

<b>COMMITTEE NUMBER:</b>	IT-021
<b>COMMITTEE NAME:</b>	Records and Document Management Systems
<b>PMG APPROVAL DATE:</b>	12 <sup>th</sup> of July 2012

## 1. Scope (Area of Activity)

Standardization of:

Practices, processes and functions relevant to Recordkeeping and Document Management (the management of documents, records and archives) to ensure authoritative and reliable information and evidence of business activity.

Managerial frameworks to enable systematic control of creation, capture, registration, classification, access, preservation and disposal of records and documents in any format.

Specification of frameworks within which technical solutions should exist Advocacy of Recordkeeping and Document Management as an essential managerial function to other industry bodies (National and International).

Maintenance of former MS-004 Micrographics and Image Management standards.

Participation in ISO/TC 46/SC 11 Archives/Records Management and ISO/TC 171 Document management applications subcommittees.

## 2. Inclusions and Exclusions to Scope

### Included:

- Establishing a managerial framework to ensure the systematic control of records
- Processes involving capture, indexing, storage, retrieval, distribution, presentation, migration, exchange, preservation and disposal
- Requirements for quality records
- Functional requirements for the design of technological solutions used for the creation and management of records, including business applications
- Document and content management applications, web-based applications
- Implementation, inspection and quality control procedures for storage, use and preservation of records, including supporting metadata
- Maintenance of quality and integrity during the exchange of records (and metadata) between systems
- Procedures and processes supporting legal admissibility, integrity and security of records
- Management of related audit trail information
- Preservation microfilming, microfilming readers, computer output microfiche

### Excluded:

- Technology and technical processes

- Cinematography, raw materials, photographic processes, aspects of optical media dealing with hardware.

### **3. Liaison**

IT-019 Computer Applications - Information and Documentation

IT-014 Health Informatics

QR-008 Quality Systems

### **4. Standards Sector**

Communications, IT and e-Comm

### **5. Participation in International Standardisation**

ISO/TC 46/SC 11 Archives/records management - Participating

ISO/TC 171 Document management applications - Participating

ISO/TC 171/SC1 Quality - Observer

ISO/TC 171/SC2 Application issues - Participating

### **6. Special Functions (as approved by Standards Australia)**

NONE