



Adapting standards relating to records management

Gatis Karlsons



Standards related to records management

- ISO 5127 Information and documentation. Vocabulary-
- is a common standard for MAL

- ISO 15489 Records management-
- concerns mainly records management



Latvian Records management tradition prior ISO 15489

- Influenced of principles existing during the Soviet times
- Soviet tradition has developed it's own way of recordkeeping
- Records and archives management was mainly considered as a part of history rather than information science
- Records professionals were closer to museologists rather than information professionals/ librarians

Latvian Records management tradition prior ISO 15489

- In a status of standards were:
 1. Records and archives terminology
 2. Standard on kinds of records

- State Unit Recordkeeping system



The concept of record (ISO 5127)

- Standard uses two principal terms:
 1. “document”;
 2. “record” .

- Previously records professionals used solely the term “document”;
- Librarians were familiar with both terms



ISO 5127 defines records as:

- set of data on one person or object, selected and presented for a predefined specific purpose
- record document created or received and maintained by an agency, organization or individual in pursuance of legal obligations or in the transaction of business



Records management tradition prior ISO 15489

- Electronic records were not taken into account
- Risk management was not accounted
- Business process approach was emphasized partly
- Records continuum ideas were implemented partly



Differences in concepts

- Records management- Lietvediba:
 1. File/ case management;
 2. Conduction of affairs

- Records manager- file manager

- Business- activity



Differences in concepts

- Records system as information system which captures, manages and provides access to records vs system of kinds of records
- Business- activity

Conclusion

- What are the areas of MAL cooperation regarding the (official) records management?
- ISO 5127
- What else?