



ISO/TC 46/SC 11  
Archives/records management

Email of secretary: [agnes.simai@standards.org.au](mailto:agnes.simai@standards.org.au)  
Secretariat: SA (Australia)

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**Resolutions of the 30<sup>th</sup> ISO/TC 46/SC 11  
Archives/records management meeting,  
5-9 May 2014,  
Washington, DC, USA**

## **Ad hoc Groups**

### **Ad hoc Group 1 – Records management in Enterprise Architecture services**

#### **Resolution 01/2014-05**

ISO/TC 46/SC 11 requests the Leader of the Ad hoc Group 1 to develop and circulate to SC 11 Member Bodies a discussion paper on *Records management in Enterprise Architecture services* by March 2015 together with a proposal for a new Working Group for consideration in Beijing in 2015. The paper is to consider an outline, principles, scenarios and models.

#### **Resolution 02/2014-05**

ISO/TC 46/SC 11 resolves to hold a meeting of Ad hoc Group 1 in Beijing in 2015.

### **Ad hoc Group 2 - Records in distributed platforms and services**

#### **Resolution 03/2014-05**

ISO/TC 46/SC 11 requests the Leader of the Ad hoc Group 2 to develop and circulate to SC 11 Member Bodies a discussion paper on *Distributed platforms and services* by March 2015 for consideration in Beijing in 2015.

#### **Resolution 04/2014-05**

ISO/TC 46/SC 11 resolves to hold a meeting of Ad hoc Group 2 in Beijing in 2015.

### **Ad hoc Group 3 - Concepts common to SC11 standards**

#### **Resolution 05/2014-05**

ISO/TC 46/SC 11 resolves to update the white paper *Relationships between the ISO 30300 series of standards* and other products of ISO TC 46/SC11. Vocabulary, 2012, led by Xiaomi An (China) by March 2015 for discussion in Beijing 2015.

#### **Resolution 06/2014-05**

ISO/TC 46/SC 11 resolves to review the existing list of vocabulary terms used in ISO/TC46/SC11 and asks SC11 members for critical comments including

- what terms need to be updated, revised, or added in,
- what terms need to be consistent, and
- identification of key concepts in current ISO/TC46/SC11 standards.

#### **Resolution 07/2014-05**

ISO/TC 46/SC 11 resolves that the Ad hoc leader is Xiaomi An (China) and the group is composed of Charlotte Maday (France), Raivo Ruusalepp (Estonia), Trish O’Kane (New Zealand), Song Ahm Cho (Republic of Korea), Anne Picot (Australia), and Johanna Smith (Canada).

**Resolution 08/2014-05**

ISO/TC 46/SC 11 resolves to hold a meeting of Ad hoc Group 3 in Beijing in 2015.

**Ad hoc Group 4 - Records management in relation to open data****Resolution 09/2014-05**

ISO/TC 46/SC 11 resolves to produce a discussion paper on *Records management in relation to open data* by March 2015 for discussion at the meeting in Beijing in 2015.

**Resolution 10/2014-05**

ISO/TC 46/SC 11 resolves that Ad hoc group 4 will be led by Charlotte Maday (France), with Raivo Ruusalepp (Estonia), Michel Cottin (France), Cassie Findlay (Australia), Lucas Colet (Luxembourg), Trish O’Kane (New Zealand), Julio Cerda (Spain), Don Rosen (U.S.A), Xiaomi An (China), Mike Chapman (New Zealand), Alan Shipman (UK), Johanna Smith (Canada), Kat Timms (Canada), Elisabeth Klett (Sweden), Jorien Weterings (Netherlands), Judith Ellis (Australia), Gemma Lee (Republic of Korea) Sylvie Dessolin (France).

**Resolution 11/2014-05**

ISO/TC 46/SC 11 resolves to hold a teleconference meeting or face-to-face meeting of Ad hoc Group 4 in Paris before the end of 2014.

**Resolution 12/2014-05**

ISO/TC 46/SC 11 resolves to hold a meeting of Ad hoc Group 4 in Beijing in 2015.

**WG1 Metadata****Resolution 13/2014-05**

ISO/TC46/SC11 resolves to re-appoint Hans Hofman as Convenor for WG1 – *Metadata* for the period 2014-2017.

**Resolution 14/2014-05**

ISO/TC46/SC11 resolves to confirm ISO 23081-2:2009 *Information and documentation -- Managing metadata for records -- Part 2: Conceptual and implementation issues for another 5 years*.

**Resolution 15/2014-05**

ISO/TC46/SC11 resolves to include a standing item on WG01 agenda to discuss the revision of ISO 23081 series in relation to the outcome of the revision of the ISO 15489 series. All three parts of 23081 should be included in the review. The summary of comments (Systematic Review – 19 March 2014) will be considered during this review.

**Resolution 16/2014-05**

ISO/TC46/SC11 resolves that Hans Hofman will contact the ICA (International Council of Archives) program committee and Expert Group on Archival Description to seek their support for TC46/ SC11 as the authoritative voice on records and archives metadata in ISO and report back to ISO/TC46/SC11 by March 2015.

**Resolution 17/2014-05**

ISO/TC 46/SC 11 resolves to hold a meeting of WG 1 in Beijing in 2015.

## WG7 - JWG on Digital records preservation

### Resolution 18/2014-05

ISO/TC46/SC11 resolves to submit the ISO/TR 17068:2012 *Information and documentation - Trusted third party repository for digital records* for DIS ballot. If the ballot is successful, ISO/TC46/SC11 requests the Secretariat to progress the submission of ISO/TR 17068:2012 as a draft international standard.

### Resolution 19/2014-05

ISO/TC46/SC11 resolves to re-appoint Paul Mullon as Convenor for WG7 - *JWG on Digital records preservation* for the period 2014-2017.

### Resolution 20/2014-05

ISO/TC 46/SC 11 resolves to hold a meeting of WG7 as part of the meeting in Beijing in 2015.

## WG08 MSR – Fundamentals and vocabulary and WG09 MSR – Requirements

### Resolution 21/2014-05

ISO/TC 46/SC 11 resolves to request its Secretariat to disband WG09 *Management systems for records – Requirements*, and invite all WG09 members to join WG08 *Management systems for records – Fundamentals and vocabulary*. ISO/TC46/SC11 resolves to amend the title of WG08 to “*Management systems for records*” and draft a new scope and send out to SC 11 for a 30-day letter ballot for approval. ISO/TC46/SC11 further resolves to nominate Carlota Bustelo (Spain) as Convenor and Judith Ellis (Australia) as Project Leader and Secretariat Support of WG8.

### Resolution 22/2014-05

ISO/TC 46/SC 11 resolves that Judith Ellis and Carlota Bustelo continue to represent ISO/TC 46/SC 11 on the ISO/TMB Joint Technical Coordination Group for the Management Systems Standards work.

### Resolution 23/2014-05

ISO/TC 46/SC 11 resolves that the drafting team Michel Cottin (France) as coordinator and Song-Ahm Cho (Republic of Korea), Anki Steen (Sweden), Carlota Bustelo (Spain) and Judith Ellis (Australia)] continue development of a White Paper on the relationship between the ISO 30300 series and other management systems standards and distribute to WG8 by 15 June 2014 for review by 30 June, followed by placement on the SC 11 public website for free availability.

### Resolution 24/2014-05

ISO/TC 46/SC 11 resolves that WG8 finalizes work on draft *ISO CD 30302 - Information and documentation - Management systems for records - Guidelines for implementation* for issue as a DIS ballot by 31 July 2014.

This will be done by:

- a) the editorial group [comprising Judith Ellis (Australia), Carlota Bustelo (Spain), Anne Picot (Australia), Xiaomi An (China)] resolving all the comments on the current CD and distributing the revised CD Draft and resolved comments to WG 8 by 30 June 2014;
- b) WG8 providing feedback on the implementation of the decisions on the text at the May 2014 meeting by 14 July 2014;
- c) the final draft being submitted to ISO/CS for DIS ballot at the latest by 31 July 2014.

**Resolution 25/2014-05**

ISO/TC 46/SC 11 resolves that a drafting team Carlota Bustelo (Spain) as coordinator and Song-Ahm Cho (Republic of Korea), Xiaomi An (China), Hans Hofman (Netherlands), Anne Picot (Australia) and Cristina Fernandez (Spain) develop a discussion paper with options for a possible new product for monitoring and measuring/governance of the implementation of the MSR for circulation by 31 March 2015 for discussion at the Beijing 2015 meeting.

**Resolution 26/2014-05**

ISO/TC 46/SC 11 resolves that WG8 regularly updates its white papers on “*Relationships of MSR with other TC46/SC11 products*”: “*Records processes and controls*” by Cristina Fernandez (Spain) and “*Vocabulary*” by Xiaomi An (China).

**Resolution 27/2014-05**

ISO/TC 46/SC 11 resolves to hold a meeting of WG8 in Beijing in 2015.

**WG10 Implementation Guidelines for Digitisation of Records****Resolution 28/2014-05**

ISO/TC46/SC11 resolves to change the title and scope of Working Group 10 as follows:

- New title: ISO/TC 46/SC 11/WG 10 - *Implementation Guidelines for the Disposition of Records*
- New Scope: To review existing disposition methodologies and practices in order to develop and inform further work

and requests the Secretariat to submit these changes to ISO/CS.

**Resolution 29/2014-05**

The ISO/TC46/SC11 resolves to re-appoint Stephen Clarke (New Zealand) as Convener for WG10 - *Implementation Guidelines for Disposition of Records* for the period 2014-2017.

**Resolution 30/2014-05**

ISO/TC46/SC11 WG10 resolves to undertake an environmental scan of existing disposition methodologies and practices. Input will be requested from Participating and Observing Countries with a view to prepare a discussion paper to inform future product development. The work will be led by Stephen Clarke (New Zealand), with Michael Bannister (Canada), Lluís Cermeno (Spain) Alan Shipman (UK), Michel Cottin (France), Jill Hudson (USA), Song-Ahm Cho (Republic of Korea), Anne Picot (Australia), and Erna-Marie Pretorius (South Africa) for circulation by March 2015 for consideration in Beijing in 2015.

**Resolution 31/2014-05**

ISO/TC 46/SC 11 resolves to hold a meeting of WG10 in Beijing in 2015.

**WG11 Risk assessment for records systems****Resolution 32/2014-05**

ISO/TC46/SC11 resolves to request its Secretariat to disband the working group WG11 *Risk assessment for records systems*. SC 11 thanked the WG 11 members for their contribution.

## WG13 - Revision of ISO 15489-1 and ISO/TR 15489-2

### Resolution 33/2014-05

ISO/TC46/SC11 resolves to re-appoint Hans Hofman as Convenor for WG13 - *Revision of ISO 15489-1 and ISO/TR 15489-2* for the period 2014-2017.

### Resolution 34/2014-05

ISO/TC46/ SC 11 resolves to change the title of Part 1 of ISO 15489 Information and documentation -- Records management -- Part 1: General to *ISO 15489-1 Information and documentation - Records management – Part 1: Concepts and principles.*

### Resolution 35/2014-05

ISO/TC46/SC 11 resolves that WG13 will develop the revised ISO 15489-1 as concepts and principles, and will work on the development of other Parts of ISO 15489 to contain implementation advice for different environments (for example paper based, digital, hybrid).

### Resolution 36/2014-05

ISO/TC46/SC11 resolves that the SC11 Secretariat request the ISO Secretariat to grant a 9-month extension for ISO/CD 15489-1 *Information and documentation - Records management – Part 1: Concepts and principles.*

### Resolution 37/2014-05

ISO/TC46/SC11 resolves to distribute an first draft DIS (with the resolution of comments) of *ISO 15489 Records management – Part 1: Concepts and principles* by 31 July 2014 to SC11 members for 30 days for review and comment, prior to the submission of the DIS ballot to ISO/CS before 01 December 2014. SC11 members' responses should address whether accepted comments have been properly addressed in the draft.

### Resolution 38/2014-05

ISO/TC 46/SC 11 resolves to hold a 2-day meeting of WG13 in Beijing in 2015.

## Coordination group

### Resolution 39/2014-05

ISO/TC 46/SC 11 resolves to request the Secretariat to establish a liaison membership with JTC 1/SC 38 *Distributed application platforms and services (DAPS)*. The nominated liaison contacts: Mr. Lucas Colet (Luxembourg), and Agnes Simai, ISO/TC 46/SC 11 Secretariat.

### Resolution 40/2014-05

ISO/TC 46/SC 11 resolves to request the Secretariat to establish a liaison membership *with ISO/TC 176/SC2 Quality systems*. The nominated liaison contacts: Carlota Bustelo (Spain), Convenor of ISO/TC 46/SC 11/WG 8 and Agnes Simai, ISO/TC 46/SC 11 Secretariat.

### Resolution 41/2014-05

ISO/TC 46/SC11 resolves that Charlotte Maday (France) evaluate the *MEDONA* project to assess the impact and potential interests concerning any work of SC11 and report back to SC11 at the Beijing 2015 meeting.

### Resolution 42/2014-05

ISO/TC 46/SC 11 resolves to request the Secretariat to establish a liaison membership *with ISO/PC XXX on Knowledge management systems (yet to be established)*. The nominated liaison contacts:

Carlota Bustelo (Spain), Convener of ISO/TC 46/SC 11/WG 8 and Agnes Simai, ISO/TC 46/SC 11 Secretariat.

## Appreciations

### Resolution 43/2014-05

ISO/TC 46/SC11 committee thanks the National Information Standards Organization (NISO), the American National Standards Institute (ANSI), the Library of Congress, and the National Archives and Records Administration for co-hosting the May 2014 ISO plenary week and for their warm hospitality and organizational support.

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- Dan Rose

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- Paul Wester
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