



ISO/TC 46/SC 11
Archives/records management

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Resolutions of the 34th ISOTC46SC11 meeting May 2018 Lisbon

Document type: Resolution

Date of document: 2018-05-18

Expected action: INFO

Background:

Committee URL: <https://isotc.iso.org/livelink/livelink/open/tc46sc11>

Resolutions of the 34th ISO/TC 46/SC 11 Archives/records management meeting

14th -18th May 2018 Lisbon, Portugal

Ad hoc Groups

Resolution 01/2018-05 Establishment of Ad Hoc Group 5 for review of ISO/TR 18128

SC 11 resolves to form Ad Hoc Group 5 for preparatory work on a revision of ISO/TR 18128 *Information and documentation — Risk assessment for records processes and systems* based on the recent revision of ISO 31000:2018 *Risk management — Guidelines*.

Convenor: Anahi Casedesus de Mingo(UNE)

Resolution 02/2018-05 Establishment of Working Group 18 for revision of ISO 13008

SC 11 resolves to form Working Group 18 to revise of ISO 13008 *Information and documentation — Digital records conversion and migration process* and requests its secretariat to call for experts to participate.

Convenor: Sharon Smith (SCC)

Working Groups

WG1 – Metadata

Resolution 03/2018-05 Review of ISO 23081-2 and ISO 23081-3

ISO/TC46/SC11 resolves that part 2 and 3 of ISO 23081 *Records management processes — Metadata for records* be circulated to WG 1 members, along with the existing white paper 'N8001 Getting started with metadata', to seek input within 3 months on potential changes and updates.

WG7 - JWG on Records management as it relates to data

Resolution 04/2018-05 Disband joint working group 7

ISO/TC 46/SC11 resolves to disband JWG 7.

WG8 Management systems for records

Resolution 05/2018-05 ISO/TMB JTCG TF Representation

ISO/TC 46/SC 11 resolves that Carlota Bustelo (UNE) and Judith Ellis (SA) continue to represent ISO/TC 46/SC 11 on the ISO/TMB Joint Technical Coordination Group.

Resolution 06/2018-05 ISO 30300 2nd CD Ballot

ISO/TC 46/SC 11 notes that WG8 finalise revision of comments received on the ISO/CD 30300 *Records management: Core concepts and vocabulary* ballot producing a new draft for a 2nd CD ballot.

WG10 Implementation guidelines for disposition of records

Resolution 07/2018-05 Disband working group 10

ISO/TC 46/SC 11 resolves to disband WG 10.

WG14 - Records requirements in enterprise architecture

Resolution 08/2018-05 Extension of convener term

ISO/TC 46/SC 11 resolves to appoint Trish O’Kane as Convenor of Working Group 14 for a further 3-year term.

WG 16 Systems design for records

Resolution 09/2018-05 Update to part numbers and titles of ISO 16175

ISO TC46/SC11 resolves that the Part numbers and titles of the projects to revise ISO 16175 be updated as follows:

- ISO 16175-1 : Information and documentation — Processes and functional requirements for software for managing records — Part 1: Functional requirements and associated guidance for any applications that manage digital records
- ISO 16175-2 : Information and documentation — Processes and functional requirements for software for managing records — Part 2: Guidance for selecting, designing, implementing and maintaining software for managing records

WG 17 – Records in the Cloud

Resolution 10/2018-05 DTR for Records management in the cloud: Issues and concerns

ISO TC 46 SC 11 resolves to proceed to a 2nd DTR Ballot of ISO/TR 22428 *Records management in the cloud: Issues and concerns*, based on the comments received in the first DTR ballot.

Appreciations

Resolution 11/2018-05 Appreciations

ISO/TC 46/SC 11 thanks the Instituto Português da Qualidade (IPQ) for hosting this meeting between 14-18 May 2018 at the National Library of Portugal in Lisbon, Portugal.

In particular António Mira dos Santos, President of IPQ.

ISO/TC 46/SC 11 thanks the National Library of Portugal for its warm hospitality and organizational support, In particular:

- Maria Inês Cordeiro, Director-General of the National Library of Portugal, Portuguese ISO/TC46 mirror committee Chair,
- Maria Margarida Pedreiro Conceição Lopes,
- and the welcome team – Ana, Dulce and Sandra.