



ISO/TC 46/SC 11
Archives/records management

Email of secretary: Saim.Riaz@standards.org.au
Secretariat: SA (Australia)

N1825 Resolutions (Updated) of the 35th ISOTC46SC11 meeting May 2019 Ottawa v1

Document type: Resolution

Date of document: 2019-05-10

Expected action: INFO

Background:

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

Resolutions of the 35th ISO/TC 46/SC 11 Archives/records management meeting

6th -9th May 2019 Ottawa, Canada

Ad hoc Group on Strategic Directions

Resolution 01/2019-05 Strategic directions

ISO/TC 46/SC 11 resolves to establish an Advisory Group with a terms of reference led by Wout van der Reijden (NEN) to support the operations and multiple work streams of ISO/TC 46 SC 11, and to disband the Co-ordination Group.

Ad hoc 5 Group on Risk assessment

Resolution 02/2019-05 Ad hoc Group 5 for review of ISO/TR 18128

ISO/TC46/SC 11 resolves to review ISO/TR 18128: 2014 *Information and documentation — Risk assessment for records processes and systems* based on the recent revision of ISO 31000: 2018 *Risk management — Guidelines*.

Resolution 03/2019-05 Disband Ad Hoc Group 5

ISO/TC 46/SC 11 resolves to disband AHG5 and form a Joint Working Group with ISO/TC 262 *Risk management* and ISO/IEC JTC 1/SC 27 *Information Security, Cybersecurity and Privacy*, subject to their agreement, to work on the revision of ISO/TR 18128: 2014 *Information and documentation — Risk assessment for records processes and systems* based on the recent revision of ISO 31000: 2018 *Risk management — Guidelines*, and request a call for experts.

Resolution 04/2019-05 Convenor nomination

ISO/TC 46/SC 11 resolves to nominate Anahí Casadesús de Mingo (UNE) as Convener and Paul Henry (SCC) as Project Leader from 2020 to 2022.

Working Groups

WG1 Metadata for records

Resolution 05/2019-05 WG Convenor nomination

ISO/TC 46/SC 11 resolves to nominate Mike Chapman ((NZSO)) as Convenor for WG 1 from 2020 to 2022.

WG8 Management systems for records

Resolution 06/2019-05 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 and TF14 for ISO Directives Annex SL revision

Resolution 07/2019-05 ISO 30300 DIS registration and revision

ISO/TC 46/SC 11 resolves to produce a DIS 30300 *Records Management: Core concepts and vocabulary* and to register it for ballot by 20th July 2019.

WG14 - Records requirements in enterprise architecture

Resolution 08/2019-05

ISO/TC 46/SC 11 resolves to disband WG14 [Records requirements in enterprise architecture](#)

WG15 - Appraisal for managing records

Resolution 09/2019-05 Establishment of Ad Hoc Group on disposition

ISO/TC 46/SC 11 resolves to form an Ad Hoc Group for preparatory and scoping work on disposition and (including destruction of digital records) led by John Martinez (ANSI).

Resolution 10/2019-05 Establishment of Ad Hoc Group on structured data environments

ISO/TC 46/SC 11 resolves to form an Ad Hoc Group for preparatory work on management of records in structured data environments led by Alexander Wright (SCC).

Resolution 11/2019-05 Disband Working Group 15

ISO/TC 46/SC 11 resolves to disband WG 15 Appraisal for managing records.

WG 16 Systems design for records

Resolution 12/2019-05 Update

ISO/TC 46/SC 11 resolves to circulate for a 12 week review to SC 11 revised drafts of:

- 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.

prior to submission to ISO for FDIS ballot.

Resolution 13/2019-05 WG Convenor nomination

ISO/TC 46/SC 11 resolves to nominate Gemma Lee (KATS) as Convenor for WG 16 from 2020 to 2022.

Resolution 14/2019-05 Ad Hoc Group on records capability maturity

ISO/TC 46/SC 11 resolves to establish an Ad Hoc Group led by Alan Shipman (BSI) to scope and investigate the development of a records capability maturity model, including a review using the SC11 new work decision tree.

WG 17 – Records in the Cloud

Resolution 15/2019-05 PWI for Records management in the cloud: service quality and SLA

ISO/TC 46/SC 11 resolves to continue preparatory work on a preliminary work item (PWI) on Records management in the cloud: Service quality and SLA, including examining and analyzing any existing equivalent guidance on SLAs/service quality for records in the cloud.

Resolution 16/2019-05 New Joint Working Group on Blockchain

ISO/TC 46/SC 11 resolves that SC11 and TC307 form a joint working group to work on a Technical Report on the management of records and blockchain, subject to the agreement of TC307, and nominates Steffen Schwalm (DIN) to be Convenor and Sungjae Kim (KATS) to be Project Leader.

Resolution 17/2019-05 Liaison with ISO/IEC JTC 1/SC 38

ISO/TC 46/SC 11 resolves to correspond with ISO/IEC JTC 1/SC 38 Cloud computing and distributed platforms regarding the development of DTR 22428 *Records management in the cloud, issues and concerns*, and set up a two-way liaison.

Resolution 18/2019-05 Cloud records management presentation

ISO/TC 46/SC 11 resolves to request WG 17, specifically the Korean delegation, to give a presentation on Korean case studies on the implications of keeping records in the cloud at the 2020 SC11 plenary meeting.

WG 18 – ISO 13008 revision

Resolution 19/2019-05

ISO/TC 46/SC 11 resolves to register as a project the revision of ISO 13008 *Digital records conversion and migration process*, to be completed within 24 months. The revision will be led by Sharon Smith (SCC) as the Convenor and Project Leader.

Appreciations

Resolution 20/ 2019-05 Appreciations

ISO/TC 46/SC 11 resolves to thank the Standards Council of Canada (SCC) for hosting this meeting at Library and Archives Canada in Ottawa, Canada, and thanks the Library and Archives Canada for its warm hospitality and organizational support.

In particular:

- William Leonard
- Annie Wolfe
- Johanne Charette
- Josselin Lambert
- Kristen Wylie
- Marie-Claude Côté
- Marissa Paron
- Mark Robertson
- Michael van Dyk
- Peter Stephen
- Sharon Smith
- Thi Bao Tran Phan
- Nancy Gover