



ISO/TC 46/SC 11  
Archives/records management

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## **ISO TC 46 SC 11 Final Resolutions 11-14 May 2020**

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## ISO/TC 46/SC 11 Archives/Records Management

### Final Resolutions of the 36th ISO/TC 46/SC 11 (virtual) meetings – 11-14 May 2020

#### Ad Hoc Group 2 on Disposition

##### **Resolution 01/2020 Ad Hoc Group 2 on Disposition to continue**

ISO/TC46/SC11 resolves that AHG02 continue up to May 2021 to undertake further research into disposition. AHG2 will investigate the scope of possible new projects and what product(s) should be developed and present options to ISO/TC46/SC11 at or before its meeting in May 2021.

#### Ad Hoc Group 3 on Structured data environments

##### **Resolution 02/2020 Ad Hoc Group 3 on Structured data environments to continue**

ISO TC 46/SC 11 resolves that AHG3 continue up to May 2021 to undertake further research and market assessment of the management of records in structured data environments. At, or before, the ISO/TC 46/SC 11 meeting in May 2021, AHG3 will report to TC 46/SC 11 with options to pursue one or more preliminary work items.

#### Ad Hoc Group 4 on Records capability maturity

##### **Resolution 03/2020 Disband Ad Hoc Group 4**

ISO/TC 46/SC 11 resolves to disband AHG4 'Records capability maturity' and thanks its convener Alan Shipman (BSI) for leading this Ad Hoc Group.

##### **Resolution 04/2020 Establishment of new WG on Records management capability assessment model**

ISO/TC 46/SC 11 resolves to create a new Working Group 20, titled 'Records management capability assessment model', to develop a Technical Report on this subject, and appoints Sharon Smith (SCC) as Convener for a period of 3 years and Alan Shipman (BSI) as Project Leader.

##### **Resolution 05/2020 Initiate work on RM capability assessment model**

ISO/TC 46/SC 11 resolves to initiate work on a Technical Report on a *Records management capability assessment model* and requests WG 20 to prepare a working draft for expert review and discussion at or before the ISO/TC 46/SC 11 meeting in May 2021.

#### Working Groups

##### WG1 Metadata for records

##### **Resolution 06/2020 Minor revision and updating of ISO 23081-2**

ISO/TC 46/SC 11 resolves to initiate a new project to carry out a minor revision of ISO 23081-2 to ensure that it appropriately references and is consistent with relevant new publications such as ISO 15489:2017, ISO/TR 21946:2018 and ISO 30300:2020. The revision will be led by Geir Magnus Walderhaug (SN) as Project Leader.

##### **Resolution 07/2020 Assessment of case studies on use of ISO 23081 suite**

ISO/TC 46/SC 11 resolves to undertake preliminary work to gather and assess case studies/use cases on the usage of the ISO 23081 suite across the world. This work will result in a report to WG1 in May 2021 on options for a more extensive review and revision of the ISO 23081 suite. This assessment will also include reviews of the ICA's Records in Contexts (RiC), PROV-O, developments in the linked data field, models used in the enterprise architecture community and the utility of providing guidance on metadata for records such as structured datasets, social media records, and algorithms. Adrian Cunningham (Australia) will lead this project.

##### WG8 Management systems for records

##### **Resolution 08/2020 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 09/2020 ISO 30302 Revision**

ISO/TC 46/SC 11 resolves that WG8 commence work on revising ISO 30302:2015 Management systems for records – Guidelines for implementation, and a call for experts be launched. The revision will not expand the scope of the standard.

It will be led by Carlota Bustelo (UNE) as WG8 Convenor and Anki Steen (SIS) as Project Leader and is to be completed within a 24-month timeframe. The target date for starting the CD ballot is March 2021, and for starting the DIS ballot is January 2022.

#### **Resolution 10/2020 Discipline-specific competence requirements document for auditing MSR**

ISO/TC 46/SC 11 resolves that a NP for Discipline-specific competence requirements document for auditing MSR, prepared by Song-Ahm Cho (KATS) with support of WG8, will be launched for approval of ISO TC46/SC11 by July 2020, and request CASCO to issue a parallel Committee Internal Ballot (CIB).

#### **Resolution 11/2020 New Joint Working Group on a discipline-specific competence requirements document for auditing MSR**

If CASCO and SC 11 approve the NP, then ISO/TC 46/SC 11 resolves to form a joint working group with CASCO to work this document, nominating Song-Ahm Cho (KATS) as Convenor.

#### **Resolution 12/2020 Continuation of WG8 Convenor**

ISO/TC 46/SC 11 resolves to nominate Carlota Bustelo (UNE) as Convenor for WG8 from 2021 to 2023.

#### **WG 16 Systems design for records**

##### **Resolution 13/2020 Progress to publication of ISO 16175-1**

ISO/TC 46/SC 11 resolves to review the results of the ballot of FDIS 16175-1 during June 2020 and request the SC 11 Secretariat to send the FDIS and any FDIS comments to ISO CS for publication.

##### **Resolution 14/2020 Publication of ISO TS 16175-2**

ISO/TC 46/SC 11 resolves that following the resolution of all comments and a two week review of the final draft TS 16175-2 by WG16, it will request the Secretariat to issue the document for publication by 30 June 2020.

##### **Resolution 15/2020 Disbanding of WG16**

ISO/TC 46/SC 11 resolves that, once both parts of the revised ISO 16175 are published by ISO, WG16 (Systems Design for Records) be disbanded.

#### **WG 17 – Records in the Cloud**

##### **Resolution 16/2020 Changed title to DTR 22428-1**

ISO/TC 46/SC 11 resolves that the title of DTR 22428-1 be changed to 'Managing records in cloud computing environments: Issues and concerns'.

##### **Resolution 17/2020 Review and publication of DTR 22428-1**

ISO/TC 46/SC 11 resolves that, following a final editorial review of the text of DTR 22428-1 by the project lead and Committee approval of the change of title, the TR should be submitted to ISO/CS for publication.

##### **Resolution 18/2020 Project to convert ISO/TR 22428-1 to an International Standard**

ISO/TC 46/SC 11 resolves that approval be given to establish a new project to convert ISO/TR 22428-1 into an International Standard with the title 'Managing records in cloud computing environments: Issues and concerns'. The project will commence following the publication of ISO/TR 22428-1 and development of a NWIP ballot. Mr. Young-kon Lee (Korea) to lead the project.

#### **Resolution 19/2020 Possible new project on ISO 22428-2**

ISO/TC 46/SC 11 resolves that Mr. Young-kon Lee (Korea) carry out an environmental scan of existing standards for SLAs for managing records in the Cloud using the SC 11 Decision Tree and submit a written report of the results of this work to WG17 at or before the ISO/TC 46/SC 11 meeting in May 2021.

If WG17 agrees that the results of this work supports development of an International Standard it will recommend a ballot of SC 11 members be initiated to approve a NWI for a ISO 22428-2 'Managing records in cloud computing environments: SLA and quality factors'. Mr. Young-kon Lee (KATS) to lead this new project, if it is approved.

#### **WG 18 – ISO 13008 revision**

##### **Resolution 20/2020 CD ballot for ISO 13008**

ISO/TC 46/SC 11 resolves to circulate a revision of ISO 13008 for an 8-week CD ballot by 29 June 2020, and with the plan, if approved, of issuing a DIS for this revision by October 2020.

##### **Resolution 21/2020 Editorial group for ISO 13008 revision**

ISO/TC 46/SC 11 resolves that WG18 appoint an editorial group to work on the revision of ISO 13008. Members of this group are: Sharon Smith (SCC), Alan Shipman (BSI), Elizabeth Klett (SIS), Tony Leviston (SA), and Andrew Potter (ANSI).

#### **WG19 on Risk assessment for records processes and systems**

##### **Resolution 22/2020 Revised draft of ISO/TR 18128**

ISO/TC 46/SC 11 resolves that WG 19 prepares a draft of a revised ISO/TR 18128 to be circulated within the WG by February 2021, and comments reviewed at the May 2021 meeting.

#### **Proposed liaison with IEEE P2144**

##### **Resolution 23/2020 Proposed liaison with IEEE P2144**

ISO/TC 46/SC 11 resolves to request a liaison be established with IEEE P2144 Trusted Internet of Things (IoT) Data Management Working Group and nominates Xiaomi An (SAC) as its liaison representative.