

Resolutions of the 31st ISO/TC 46/SC 11 Archives/records management meeting,

1-4 June 2015, Beijing, China

Ad hoc Groups

Ad hoc Group 1 – Records Management in Enterprise Architecture services

Resolution 01/2015-06

TC46 /SC 11 resolves to request its Secretariat to form a new Working Group 14 “Records requirements in enterprise Architecture” and disband Ad hoc group 1.

Scope: To develop a Technical Report on records requirements in enterprise architecture.

Convener: Trish OKane (SNZ), Project Leader and Secretariat support: TBA and Agnes Simai.

Participating members: Judith Ellis (SA), Donald Rosen (ANSI/NISO) Sharon Smith (SCC), Wout van der Reijden (NEN), Cristina Fernandez (AENOR), Louisa Venter (SABS), China (TBA).

Resolution 02/2015-06

TC46 /SC 11 resolves to request its Secretariat to send out a 30 days Letter Ballot for SC 11 to invite members for WG14.

Resolution 03/2015-06

TC46 /SC 11 resolves to develop a draft document and send out for comment at the end of February 2016.

Resolution 04/2015-06

TC46 /SC 11 resolves that WG14 will meet in Wellington, 2016 to discuss the comments received.

Ad hoc Group 2 - Records in Distributed Platforms and Services

Resolution 05/2015-06

TC46 /SC 11 resolves that the Ad hoc group 2 will develop the draft document “*Records management in the Cloud: Risks and recommendations*” and send out to SC 11 by end February 2016.

Leaders: Cristina Fernandez (AENOR) and Youngkon LEE (KATS).

Participating members: Barbara Reed (SA), Paul Mullon (SABS), Song Ahm Cho (KATS), Xuefu Zhang (SAC), Mikyung Youn (KATS), Jinwook Kim (KATS), Il Jeon (KATS), Stephen Clarke (SNZ), Xiaomi An (SAC), Donald Rosen (ANSI/NISO), Micah Rachuonyo (KEBS).

Resolution 06/2015-06

TC46 /SC 11 resolves that Ad hoc Group 2 will meet in Wellington, 2016 to discuss and resolve the comments received on the Draft.

Ad hoc Group 3 - Concepts Common to SC11 standards

Resolution 07/2015-06

TC 46/ SC 11 Resolves to develop guidance on concepts common to records management publications of ISO TC 46/SC 11 towards a consistent and coherent approach to the existing activities related to records management.

TC 46/SC 11 Resolves the Ad hoc Group 3 to complete a Draft Guide to be circulated to members of SC11 before Wellington meeting 2016 for discussion.

TC46/SC11 Resolves the Ad hoc Group 3 leader is Xiaomi AN (SAC) and the group is composed of Anne Picot (SA), Alan Shipman (BSI), Elisabeth Klett (SIS), Donald Rosen (ANSI/NISO), Sharon Smith (SCC), and Gemma Lee (KATS).

Resolution 08/2015-06

TC46 /SC 11 resolves that the Ad hoc Group 3 will meet in Wellington, 2016.

Ad hoc Group 4 - Records Management in Relation to Open data

Resolution 09/2015-06

TC 46/SC11 resolves that Ad Hoc Group 4 on Records Management and Open Data produces a draft document entitled "Guidance for trustworthy processes for open data" by the end of February 2016 for circulation to the Ad hoc Group for discussion at the next meeting in May 2016 in New Zealand. The drafting committee to be led by Charlotte Maday (AFNOR). Members are: Elisabeth Klett (SIS), Paul Mullon (SABS) and Cassie Findlay (SA).

Resolution 10/2015-06

TC 46/SC11 resolves that Ad Hoc Group 4 drafting committee also produces a brief statement about this work for publication on the TC46 SC11 website by the end of February 2016.

Resolution 11/2015-06

TC46 /SC 11 resolves that the Ad hoc Group 4 will meet in Wellington, 2016.

WG7 - JWG on Digital records preservation

Resolution 12/2015-06

ISO/TC46/SC11 resolves to submit the revised draft of ISO/DIS 17068 to WG7 experts for review by end of July 2015 for 30 days comment. Subsequent to the resolution of any comments received, ISO/TC46/SC11 resolves to request its Secretariat to submit the finalised draft to ISO for DIS ballot.

Resolution 13/2015-06

ISO/TC46/SC11 resolves to request the Convener and the Project Leader to organise a webex meeting with WG7 members to resolve the comments received on ISO/DIS 17068 ballot. Depending of the DIS ballot outcome request its Secretariat to submit the Final draft of ISO 17068 to ISO for publication.

Resolution 14/2015-06

ISO/TC46/SC11 resolves to propose that Barbara Reed (SA) and Xiaomi An (SAC) be nominated as SC 11 Liaison experts to participate in the work of ISO/TC154/WG6 ISO/PWI 19626-1 *Trusted Communication Platforms for Electronic Documents -- Part 1: Fundamentals* and ISO/PWI 19626-2

Trusted communication platform for electronic documents -- Part 2: Applications.

Resolution 15/2015-06

ISO/TC46/SC11 resolves to set up an Ad hoc group working within WG7 to review issues related to recordkeeping as it relates to data. The group will be lead by Barbara Reed (SA) and Xiaomi An (SAC). Members: Stephen Clarke (SNZ), Donald Rosen (ANSI/NISO), Paul Mullan (SABS). The group will draft a draft document by end of March 2016 for discussion at the next SC11 meeting in Wellington 2016.

WG08 Management systems for records

Resolution 16/2015-06

ISO/TC 46/SC 11 resolves that its Secretariat nominates (name) (subject to confirmation) to represent ISO/TC 46/SC 11 on the ISO/TMB Joint Technical Coordination Group Task Force for the revision of the ISO publication Integrated Use of Management Systems.

Resolution 17/2015-06

ISO/TC46/SC11 WG8 resolves that WG8 develop an explanatory paper on the records processes and controls required to implement clause 7.5 *Documented information* in management systems standards (Annex SL of the ISO Directives), with the aim of promoting the ISO 30300 series of standards and other SC 11 products. This will be done by:

- a) The drafting group comprising Judith Ellis (SA), Carlota Bustelo (AENOR), Anki Steen (SIS), and Paul Mullan (SABS) contributing a draft for WG8 by 31 October 2015;
- b) WG8 providing feedback on the draft text by 30 November 2015;
- c) WG8 MSS liaison members contacting their liaison committees and the JTCG to invite them to comment on the draft paper by 30 November 2015, and to distribute the final version.
- d) The Editorial Team for SC11's website placing a link to the final paper on the website.

Resolution 18/2015-06

ISO/TC46/SC11 resolves that WG8 commence preparatory work on aligning *ISO 30300 Management systems for records – Fundamentals and Vocabulary* and *ISO 30301 Management systems for records – Requirements* with the *ISO/IEC Directives Part 1 and Consolidated ISO Supplement, Annex SL* and with *ISO 15489 Records Management – Part 1: Concepts and principles*. This will be done by:

- a) Judith Ellis (SA) and Carlota Bustelo (AENOR) reviewing the standards against Annex SL and distributing drafts to WG8 by 28 February 2016;
- b) Holding a Webex meeting in March 2016, if required, to raise any major revision issues in advance of the May 2016 meeting.

WG10 Implementation guidelines for disposition of records

Resolution 19/2015-06

ISO/TC46/SC11 WG10 resolves to continue an environmental scan of existing disposition methodologies and practices, with particular attention to digital records. Input will be requested from SC 11 Members by 31 March 2016.

Resolution 20/2015-06

ISO/TC46/SC11 WG10 resolves to hold a meeting in Wellington in 2016 to review the environmental scan report and outcomes from ISO 15489 review process relevant to the Working group's scope.

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

Resolution 21/2015-06

ISO/TC46/SC11 resolves that its secretariat will submit a draft of ISO/FDIS 15489-1 for ballot to ISO by 24 August 2015 at the latest.

Resolution 22/2015-06

ISO/TC46/SC11 resolves to form two project teams within WG13 to develop guidance on appraisal and systems development & implementation. Project leaders will be Wout van der Reijden (NEN) for appraisal and Gem-ma Lee (KATS) for systems development & implementation. The teams to supply a draft to the Editorial Group by January 1 2016. The draft to be submitted to WG13 by 1 April 2016 at the latest. Team members will be advised.

Coordination group

Resolution 23/2015-06

ISO/TC 46/SC11 resolves to nominate Dewald Opperman (SABS) as a SC11 Liaison expert to JTC 1/SC 27/WG 4 - *Security evaluation, testing and specification* to replace Alan Shipman (BSI).

Resolution 24/2015-06

ISO/TC 46/SC11 resolves to establish a liaison with JTC1/SC 27/WG1 *Information security management systems* and appoints Anki Steen (SIS) as the SC 11 Liaison expert.

Resolution 25/2015-06

ISO/TC 46/SC 11 resolves to request its Secretariat to contact ISO to change the ISO 16175-2 Systematic Review (Revision) start date for 2015-10-15, same as Part 1 and Part 3.

Resolution 26/2015-06

ISO/TC 46/SC 11 resolves to appoint a temporary review group Lead by Stephen Clarke (SNZ), Hans Hofman (NEN) and Adrian Cunningham (SA) for the Systematic Review ballot results on ISO 16175-1, ISO 16175-2 and ISO 16175-3 and make recommendation to SC 11.

Resolution 27/2015-06

ISO/TC 46/SC 11 resolves to appoint a temporary review group Lead by Hans Hofman, WG 1 Convener (NEN), Barbara Reed (SA) and Elizabeth Klett (SIS) for the review of the Systematic Review ballot result received on ISO 23081-1 and make recommendation to SC 11.

Resolution 28/2015-06

ISO/TC 46/SC 11 resolves to establish a liaison with ISO/TC 46/SC 4 WG15 and appoint Stephen Clarke (SNZ) and Charlotte Maday (AFNOR) as the SC 11 Liaison experts for the DEPIP project.

Resolution 29/2015-06

ISO/TC 46/SC 11 resolves to finalise the ISO/TC 46/SC 11 website pilot project and go live by end of July 2015.

Editorial team: Judith Ellis (SA), Carlota Bustelo (AENOR), Donald Rosen(ANSI/NISO) and Alan Shipman (BSI).

Approver: David Moldrich, Chair.

Appreciations

Resolution 30/2015-06

ISO/TC 46/SC 11 thanks to the Secretariat of TC 46 for organizing the 42nd annual meeting. SC 11 also thanks to the Standardization Administration of China (SAC) and the Institute of Scientific and Technical Information of China (ISTIC) for inviting, co-hosting and sponsoring the June 2015 ISO/TC 46 plenary week and for their warm hospitality and organizational support.

In particular, thanks are due to the following individuals from:

- The Ministry of Science and Technology: Mr ZHANG Laiwu, Vice Minister.
- The Standardization Administration of China: Ms SUN Wei, Vice Director of Industrial Standards Department II.
- SAC TC4 Information and Documentation, Institute of Scientific and Technical Information of China: Mr Dai Guoqiang, Director and Mr ZHANG Xinmin, Deputy Director General
- The Secretariat of SAC TC4 Information and Documentation: Mr Zeng Jianxun, Executive secretary, Ms Liu Chunyan and Ms Liu Hua.
- All the ISTIC staff who assisted us through out the meetings.
- Professor An Xiaomi, Wang Lan, Du Mei, Zhang Nan, Ding Desheng, Nie Manying and all the volunteers student from Remnin University of China who have made our visit to Beijing such an enjoyable experience.