



# COMPENDIUM OF INDIAN STANDARDS ON

# RECORD MANAGEMENT

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## INTRODUCTION

Bureau of Indian Standards has published number of standards on Records Management. Records are an indispensable asset in any organization, serving as authentic evidence of activities, decisions and policies. In the field of Library and Information Science (LIS), records not only document internal administrative functions but also reflect the broader mandate of libraries and information centers to collect, preserve and disseminate knowledge. With the increasing proliferation of digital content and complex information workflows, the need for systematic records management has become more pronounced than ever.

The effective management of records is essential for the transparency, accountability and efficiency of any organization. In the realm of Library and Information Science, records serve as the foundation for preserving institutional memory, facilitating access to information and supporting evidence-based decision-making. Recognizing the growing complexity and volume of information generated across public and private institutions.

It aims to provide a comprehensive framework for the creation, maintenance, storage, preservation and disposal of records in libraries, archives, documentation centres and other information-handling institutions. The guidelines are designed to support both manual and electronic recordkeeping systems, ensuring compliance with legal, administrative and operational requirements.

## **Information and Documentation — Records Management Processes — Metadata for Records Part 1 Principles**

### **[IS 15994 (Part 1): 2019 / ISO 23081-1: 2017]**

This standard sets a framework for creating, managing and using records management metadata and explains the principles that govern them.

This document gives guidelines for understanding, implementing and using metadata within the framework of ISO 15489. It addresses the relevance of records management metadata in business processes and the different roles and types of metadata that support business and records management processes. It also sets a framework for managing those metadata.

## **Information and Documentation — Management Systems for Records — Requirements**

### **[IS 16267: 2021 ISO 30301: 2019]**

This standard specifies requirements to be met by management system for records (MSR) in order to support an organization in the achievement of its mandate, mission, strategy and goals. It addresses the development and implementation of a records policy and objectives and gives information on measuring and monitoring performance.

Organizational success largely depends upon implementing and maintaining a management system that is designed to continually improve performance while addressing the needs of all interested parties. Management systems offer methodologies to make decisions and manage resources in order to achieve the organization's goals.

Creation and management of records are integral to any organization's activities, processes and systems. They enable business efficiency, accountability, risk management and business continuity. They also enable organizations to capitalize on the value of their information resources as strategic assets, and to contribute to the preservation of collective memory, in response to the challenges of the global and digital environment.

## **Information and Documentation — Records Management**

### **Part 1 Concepts and Principles**

**[IS 16787 (Part 1): 2018 / ISO 15489-1: 2016]**

This part of ISO 15489 defines the concepts and principles from which approaches to the creation, capture and management of records are developed. This standard establishes the core concepts and principles for the creation, capture and management of records. It sits at the heart of a number of International Standards and Technical Reports that provide further guidance and instruction on the concepts, techniques and practices for creating, capturing and managing records.

Records are both evidence of business activity and information assets. They can be distinguished from other information assets by their role as evidence in the transaction of business and by their reliance on metadata. Metadata for records is used to indicate and preserve context and apply appropriate rules for managing records.

## **Information and Documentation — Implementation Guidelines**

### **for Digitization of Records**

**[IS 16788: 2018 ISO/TR 13028: 2010]**

This Technical Report is applicable for use in the design and conduct of responsible digitization by all organizations undertaking digitization, either business process digitization or back capture digitization projects for records management purposes, as outlined in ISO 15489-1:2001 and ISO/TR 15801:2009.

This Technical Report establishes best practice guidelines for digitization to ensure the trustworthiness and reliability of records and enable consideration of disposal of the non-digital source records; establishes best practice guidelines for the accessibility of digitized records for as long as they are required; specifies strategies to assist in creating digitized records fit for long-term retention; establishes best practice guidelines for the management of non-digital source records following digitization; establishes guidelines for creating and maintaining records in digital format only, where the original paper, other non-digital source record, has been copied by digitizing;

With the shift to managing records in digital systems, many organizations are digitizing paper and/or other non-digital records. To manage themselves effectively, organizations need to create full and accurate records of their activities and maintain these records over time for subsequent reference. These considerations are valid regardless of the records' storage media.

## **Information and Documentation — Digital Records Conversion and Migration Process**

### **[IS 16789: 2018 ISO 13008: 2012]**

This Standard specifies the planning issues, requirements and procedures for the conversion and/or migration of digital records (which includes digital objects plus metadata) in order to preserve the authenticity, reliability, integrity and usability of such records as evidence of business transactions.

It provides guidance for the conversion of records from one format to another and the migration of records from one hardware or software configuration to another. It contains applicable records management requirements, the organizational and business framework for conducting the conversion and migration process, technology planning issues, and monitoring/controls for the process. It also identifies the steps, components and particular methodologies for each of these processes, covering such topics as workflow, testing, version control and validation.

## **Information and Documentation — Document Storage Requirements for Archive and Library Materials**

This standard specifies the characteristics of repositories used for the long-term storage of archive and library materials. It covers the siting and construction and renovation of the building and the installation and equipment to be used both within and around the building. It applies to all archive and library materials held in repositories, where mixed media may be stored together with paper-based materials. It does not preclude the establishment of separate areas or compartments within individual repositories, where the environment can be controlled to create conditions suitable for the needs of specific archive materials.

Archives and libraries are institutions established to collect, preserve and make available materials intended for consultation. Archive and library collections wherever they are stored normally contain a wide variety of material and formats. These are mainly documents on paper, parchment, palm leaves, papyrus and may also include photographic, audio-visual documents and digital formats on diverse types of carriers (mechanical, photo, magnetic, optical). All these materials ideally require specific storage conditions to ensure their long-term preservation and access.

This International Standard presents some facts and general rules to be considered when a purpose built repository is designed, when an old building originally designed for another use is converted, or when a building already in use as repository is renovated, with respect to energy efficiency and sustainable development.

## **Information and Documentation — Management Systems for Records — Guidelines for Implementation [IS/ISO 30302: 2015]**

This standard gives guidance for the implementation of a MSR in accordance with ISO 30301. It describes the activities to be undertaken when designing and implementing a MSR. This International Standard is intended to be used by any organization implementing a MSR. It is applicable to all types of organization (e.g. commercial enterprises, government agencies, non-profit organizations) of all sizes.

It specifies the terminology for the Management systems for records (MSR) series of standards and the objectives and benefits of a MSR and provides guidance for the implementation of a MSR. The purpose of this Standard is to provide practical guidance on how to implement a management system for records (MSR) within an organization in accordance with ISO 30301. This International Standard covers what is needed to establish and maintain a MSR.

## **Information and Documentation — Trusted Third Party Repository for Digital Records [IS/ISO 17068: 2017]**

This standard specifies requirements for a trusted third party repository (TTPR) to support the authorized custody service in order to safeguard provable integrity and authenticity of clients' digital records and serve as a source of reliable evidence. A TTPR is defined as a third party's qualified retention service that ensure that digital records, entrusted to it by a client, remain and are asserted to be reliable and authentic, with the aim of providing reliable access to managed digital records to its clients for the period of obligation for retention. This standard is applicable to retention or repository services for digital records as a source of evidence during the retention periods of legal obligation in both the private and the public sectors.

As digital records are the inevitable by-products of various business activities in digital systems, there is an increasing need to secure the authenticity and legal admissibility of digital records during their period of retention.

As a result, there is a growing need for services safeguarding these characteristics for digital records by neutral third parties. In order to protect digital records from business disputes during the period they are required for sustaining legal obligation and ongoing retention, it is essential to ensure that the authenticity, reliability and integrity of digital records endures.