Australian standard for records management

Australian records managers and archivists have been in the forefront of records management and archival theory.

**Australian Standard AS 4390 Records management**

In December 1995, Australia became the first country in the world to develop a standard on records management - *AS 4390 – 1996 Records Management*.

**AS ISO 15489**


**How does this relate to the ACT?**

The Council of Australasian Archives and Records Authorities (CAARA) comprises the heads of the government archives authorities of the Commonwealth of Australia, New Zealand and each of the Australian States and Territories. CAARA, formerly known as the Council of Federal, State and Territory Archives (COFSTA), endorsed *AS ISO 15489* on 8 March 2002.

*AS ISO 15489-2002* has been incorporated into the Territory Records Office Standards, for instance the *Territory Records Standard for Records Management Number 1 - Records Management Programs* requires that ACT Government agency Records Management Programs support these principles by putting in place systems and processes that:

- support reliable recordkeeping;
- ensure that recordkeeping is systematic;
- ensure that recordkeeping is managed;
- allow the agency’s recordkeeping to be audited; and
- make recordkeeping a routine part of transacting business.

The *Territory Records Standard for Records Management Number 2 - Appraisal* cites the Technical Report issued by Standards Australia in support of *AS ISO 15489* that describes a series of steps for designing and implementing a recordkeeping system.
These steps have been known in Australia for some time as the DIRKS (Designing and Implementing Recordkeeping Systems) methodology. The Director of Territory Records has adapted the DIRKS methodology and incorporated it into the *Territory Records Standard for Records Management Number 2 – Appraisal*.

*AS ISO 15489 – 2002* does not replace any components or requirements of the Territory’s records management regime. However, the Territory Records Office accepts the Standard as best practice advice.

**Structure of the AS ISO 15489**

The Standard is in two parts:

*AS ISO 15489.1-2002, Records Management - Part 1: General,* and


This part of the Standard provides guidance on managing records of originating organisations, public or private, for internal and external clients. It contains discussions of:

- the benefits of good records management;
- the issues of regulatory environments;
- the need for records management policies and assigned records management responsibilities;
- the principles of records management programmes;
- the characteristics of a record;
- the characteristics of a records system;
- the steps to be taken in designing and implementing a records system;
- the records management processes and controls;
- records management monitoring and auditing;
- records management training.


Part 2 is an implementation guide to part 1 providing a detailed and step-by-step guidance on each of the areas contained within Part 1.

**Other Standards**

- *DR AS/NZS 1015 CP, Records management - Physical storage.*

**Acquiring copies of Australian standards**

The ACT Government and Assembly Library has a subscription to Australian Standards and can download them to your printer on request. Contact the library through [http://us/actgovtlibrary/aboutus/contacts.htm](http://us/actgovtlibrary/aboutus/contacts.htm)