BS ISO 30300:2020

BSI Standards Publication

Information and documentation — Records management — Core concepts and vocabulary

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National foreword

This British Standard is the UK implementation of ISO 30300:2020. It supersedes BS ISO 30300:2011, which is withdrawn.

The UK participation in its preparation was entrusted to Technical Committee IDT/2/17, Archives/records management.

A list of organizations represented on this committee can be obtained on request to its secretary.

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 11, *Archives/records management*.

This second edition cancels and replaces the first edition (ISO 30300:2011), which has been technically revised.

The main changes compared to the previous edition is as follows.

— The scope has been broadened beyond the series of standards on Management Systems for Records as it contains the definitions corresponding to the core concepts stated in all the updated products of ISO/TC 46/SC 11.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

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Introduction

0.1 General

A vocabulary is a "terminological dictionary that contains designations and definitions from one or more domains or subjects" (see ISO 1087:2019, 3.7.5). This document provides a vocabulary for the subject field of records management. It defines core concepts to provide a common understanding of the records management domain within the ISO/TC 46/SC 11 standards.

Clear, consistent and coherent standards need clear, consistent and coherent terminology. This document follows rules and guidelines provided by ISO/TC 37[1)] to build terminology standards. Readers unfamiliar with terminology work would benefit from an understanding of ISO 704.

This document is intended to provide ISO/TC 46/SC 11 standards developers with the most relevant definitions related to the concepts used in the records management domain. It is also expected that this document will be used by standards users and any interested party to clearly understand records management concepts represented by consistent terms and definitions.

Terms and definitions in this document have been developed within a concept system. A concept is a unit of knowledge created by a unique combination of characteristics. Concepts are arranged in concept systems according to the relationships among them. Concept systems are graphically represented by concept diagrams. A concept in a specific domain is represented by a term. Concepts are not necessarily bound to particular languages. They are, however, influenced by the social or cultural background which often leads to different categorizations. This document facilitates consistent understanding beyond languages and cultural practices by illustrating core concepts about records management used in ISO/TC 46/SC 11 standards and the relationships among those concepts in the core concept diagrams in Annex A. The concepts identified in the field of records management and expressed in the diagrams in Annex A are ordered in Clause 3 grouping by concepts diagrams. Figure 1 shows the overview diagram with the correspondent subclauses both in Annex A and in Clause 3.

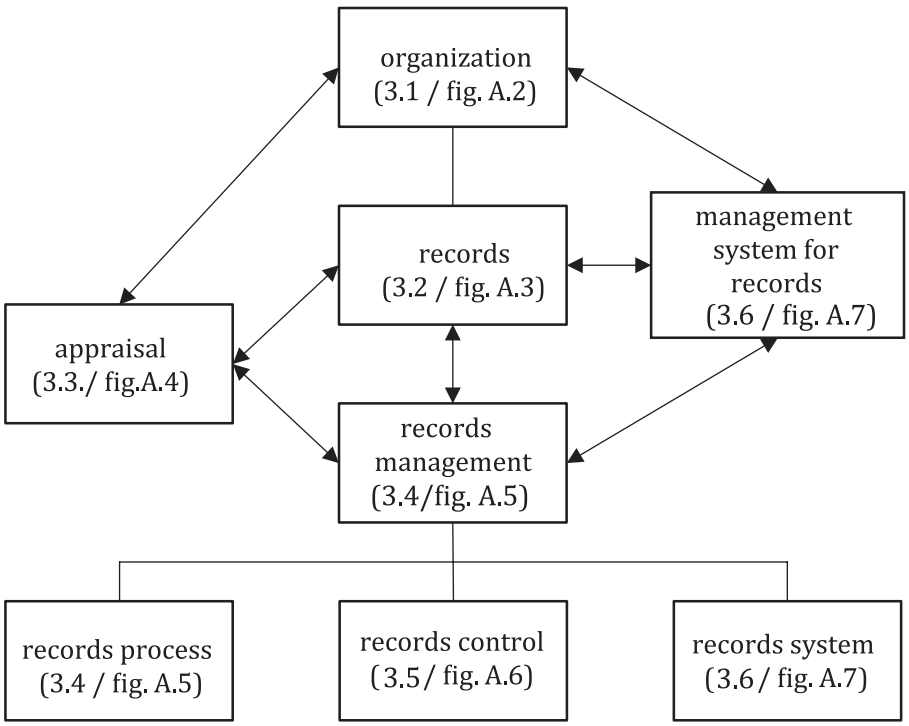

Figure 1 — Overall diagram showing core concepts, their relationships and mapping terms in Clause 3 and Annex A

1) ISO/TC 37, *Language and terminology*.

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NOTE The meaning of forms used for the concept's relationships are explained in A.2.

For facilitating search for a particular term, an alphabetical index is included at the end of this document.

0.2 Background

The terms and definitions in this document are based on the concept system of ISO 30300:2011 with new concepts added from ISO 15489-1. This document is also the vocabulary standard for the ISO series Management Systems for Records. Therefore, it includes all core terms and definitions for management systems from Appendix 2 of ISO/IEC Directives, Part 1:2019, Annex L[13]. In addition, this document includes any terms and definitions that are relevant to core concepts of the records management domain used in TC 46/SC 11 standards.

This document is not intended as a comprehensive vocabulary of all terms used in the records management domain, not even in all ISO/TC 46/SC 11 standards.

0.3 How to apply terms and definitions of this document

The terms and definitions in this document are adopted in any revision of the existing ISO/TC 46/SC 11 standards. During the period before a complete revision cycle of all ISO/TC 46/SC 11 standards, definitions in this document take precedence when a duplicate or conflicting definition exists in another ISO/TC 46/SC 11 standard.

When developing a new product or revising an existing one, additional terms and definitions may be added to that product when necessary. New notes on existing terms may also be added to the product to serve a specific purpose or explanation. In both cases, definitions are included in the Clause 3 of the standard in question in addition to the reference to ISO 30300.

In the future revisions of this document, new terms and definitions included in ISO/TC 46/SC 11 standards are to be considered for inclusion.

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