

Implementation of  
ISO/IEC 2382-27:1994

# Information technology — Vocabulary —

Part 27: Office automation

# Committees responsible for this British Standard

The preparation of this British Standard was entrusted to the Information Systems Technology Assembly (IST/-), upon which the following bodies were represented:

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- AT & T Global Information Solutions
- BNR Europe Ltd.
- British Broadcasting Corporation
- British Computer Society
- British Telecommunications plc
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- BUPA
- Carnaud Metalbox Technology plc
- CCTA — The Government Centre for Information Systems
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## National foreword

This British Standard reproduces verbatim ISO/IEC 2382-27:1994 and implements it as the UK national standard.

This British Standard is published under the direction of the Information Systems Technology Assembly IST/- who has the responsibility to:

- aid enquirers to understand the text;
- present to the responsible international committee any enquiries on interpretation, or proposals for change, and keep UK interests informed;
- monitor related international and European developments and promulgate them in the UK.

NOTE International and European Standards, as well as overseas standards, are available from Customer Services, BSI, 389 Chiswick High Road, London W4 4AL.

A British Standard does not purport to include all the necessary provisions of a contract. Users of British Standards are responsible for their correct application.

**Compliance with a British Standard does not of itself confer immunity from legal obligations.**

### Summary of pages

This document comprises a front cover, an inside front cover, pages i and ii, the ISO/IEC title page, pages ii to viii, pages 1 to 16, an inside back cover and a back cover.

This standard has been updated (see copyright date) and may have had amendments incorporated. This will be indicated in the amendment table on the inside front cover.

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**Information technology — Vocabulary —**

**Part 27:**  
Office automation

**Technologies de l'information — Vocabulaire —**

**Partie 27:**  
Bureautique



Reference number  
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## Foreword

ISO (the International Organization for Standardization) and IEC (the International Electrotechnical Commission) form the specialized system for worldwide standardization. National bodies that are members of ISO or IEC participate in the development of International Standards through technical committees established by the respective organization to deal with particular fields of technical activity. ISO and IEC technical committees collaborate in fields of mutual interest. Other international organizations, governmental and non-governmental, in liaison with ISO and IEC, also take part in the work.

In the field of information technology, ISO and IEC have established a joint technical committee ISO/IEC JTC 1. Draft International Standards adopted by the joint technical committee are circulated to national bodies for voting. Publication as an International Standard requires approval by at least 75% of the national bodies casting a vote.

International Standard ISO/IEC 2382-27 was prepared by Joint Technical Committee ISO/IEC JTC 1, *Information technology*, Subcommittee SC 1, *Vocabulary*.

ISO/IEC 2382 will consist of some 30 parts, under the general title *Information technology — Vocabulary*.

## Avant-propos

L'ISO (Organisation internationale de normalisation) et la CEI (Commission électrotechnique internationale) forment ensemble un système consacré à la normalisation internationale considérée comme un tout. Les organismes nationaux membres de l'ISO ou de la CEI participent au développement de Normes internationales par l'intermédiaire des comités techniques créés par l'organisation concernée afin de s'occuper des différents domaines particuliers de l'activité technique. Les comités techniques de l'ISO et de la CEI collaborent dans des domaines d'intérêt commun. D'autres organisations internationales, gouvernementales ou non gouvernementales, en liaison avec l'ISO et la CEI participent également aux travaux.

Dans le domaine des technologies de l'information, l'ISO et la CEI ont créé un comité technique mixte, l'ISO/CEI JTC 1. Les projets de Normes internationales adoptés par le comité technique mixte sont soumis aux organismes nationaux pour approbation, avant leur acceptation comme Normes internationales. Les Normes internationales sont approuvées conformément aux procédures qui requièrent l'approbation de 75 % au moins des organismes nationaux votants.

La Norme internationale ISO/CEI 2382-27 a été élaborée par le comité technique mixte ISO/CEI JTC 1, *Technologies de l'information*, sous-comité SC 1, *Vocabulaire*.

L'ISO/CEI 2382 comprendra une trentaine de parties, présentées sous le titre général *Technologies de l'information — Vocabulaire*.