
**Information and documentation —
Processes and functional
requirements for software for
managing records —**

**Part 1:
Functional requirements and
associated guidance for any
applications that manage digital
records**

*Information et documentation — Processus et exigences
fonctionnelles applicables aux logiciels de gestion des documents
d'activité —*

*Partie 1: Exigences fonctionnelles et recommandations associées pour
toute application de gestion de documents d'activité numériques*





COPYRIGHT PROTECTED DOCUMENT

© ISO 2020

All rights reserved. Unless otherwise specified, or required in the context of its implementation, no part of this publication may be reproduced or utilized otherwise in any form or by any means, electronic or mechanical, including photocopying, or posting on the internet or an intranet, without prior written permission. Permission can be requested from either ISO at the address below or ISO's member body in the country of the requester.

ISO copyright office
CP 401 • Ch. de Blandonnet 8
CH-1214 Vernier, Geneva
Phone: +41 22 749 01 11
Email: copyright@iso.org
Website: www.iso.org

Published in Switzerland