

Information and documentation — Records management —

Part 2: Guidelines

ICS 01.140.20

National foreword

This Published Document reproduces verbatim ISO/TR 15489-2:2001.

NOTE To enhance the usefulness of ISO/TR 15489-2 the UK subcommittee IDT/2/17 has added two national annexes:

- a) national annex NA entitled “Illustration of ISO/TR 15489-2:2001, 2.2 — Model policy document — A university”;
- b) national annex NB entitled “Illustration of ISO/TR 15489-2:2001, 4.2.4 — Example retention schedule — Premises and facilities department”.

The UK participation in its preparation was entrusted by Technical Committee IDT/2, Information and documentation, to Subcommittee IDT/2/17, Archives/records management, which has the responsibility to:

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

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

Cross-references

The British Standards which implement international or European publications referred to in this document may be found in the BSI Standards Catalogue under the section entitled “International Standards Correspondence Index”, or by using the “Find” facility of the BSI Standards Electronic Catalogue.

This Published Document, having been prepared under the direction of the DISC Board, was published under the authority of the Standards Policy and Strategy Committee on 2 October 2001

Summary of pages

This document comprises a front cover, an inside front cover, the ISO title page, pages ii to vi, pages 1 to 39, the national annex NA (3 pages), the national annex NB (2 pages), an inside back cover and a back cover.

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Amendments issued since publication

Amd. No.	Date	Comments