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**SANS 16175-1:2014**

Edition 1

**ISO 16175-1:2010**

Edition 1

## **SOUTH AFRICAN NATIONAL STANDARD**

### **Information and documentation — Principles and functional requirements for records in electronic office environments**

#### **Part 1: Overview and statement of principles**

This national standard is the identical implementation of ISO 16175-1:2010, and is adopted with the permission of the International Organization for Standardization.

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**Table of changes**

<b>Change No.</b>	<b>Date</b>	<b>Scope</b>

**National foreword**

This South African standard was approved by National Committee SABS/TC 171, *Document management applications*, in accordance with procedures of the SABS Standards Division, in compliance with annex 3 of the WTO/TBT agreement.

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**Information and documentation —  
Principles and functional requirements  
for records in electronic office  
environments —**

Part 1:  
**Overview and statement of principles**

*Information et documentation — Principes et exigences fonctionnelles  
pour les enregistrements dans les environnements électroniques de  
bureau —*

*Partie 1: Aperçu et déclaration de principes*



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## Foreword

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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.

ISO 16175-1 was prepared by the International Council on Archives (as International Council on Archives and the Australasian Digital Recordkeeping Initiative *Principles and Functional Requirements for Records in Electronic Office Environments — Module 1: Overview and Statement of Principles*) and was adopted, under a special “fast-track procedure”, by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 11, *Archives/records management*, in parallel with its approval by the ISO member bodies.

ISO 16175 consists of the following parts, under the general title *Information and documentation — Principles and functional requirements for records in electronic office environments*:

- *Part 1: Overview and statement of principles*
- *Part 2: Guidelines and functional requirements for records in electronic office environments*
- *Part 3: Guidelines and functional requirements for records in business systems*