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Edition 1

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Edition 1

SOUTH AFRICAN NATIONAL STANDARD

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

**Part 2: Guidelines and functional
requirements for digital records management
systems**

This national standard is the identical implementation of ISO 16175-2:2011, and is adopted with the permission of the International Organization for Standardization.

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1 Dr Lategan Road Groenkloof ☒ Private Bag X191 Pretoria 0001
Tel: +27 12 428 7911 Fax: +27 12 344 1568

www.sabs.co.za

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Table of changes

Change No.	Date	Scope

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 2:
**Guidelines and functional requirements
for digital records management systems**

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

*Partie 2: Lignes directrices et exigences fonctionnelles pour les
systèmes de management des enregistrements numériques*



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Foreword

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The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

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 16175-2 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 2: Guidelines and functional requirements for digital records management systems*) 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 digital records management systems*
- *Part 3: Guidelines and functional requirements for records in business systems*