

Implementing the ISO 15489 Records Management Standard in the Government of Alberta

Fact Sheet

The Alberta Records Management Committee (ARMC) endorses the International Standard on Records Management as a code of best practice for Alberta government departments, agencies, boards and commissions.

This standard and the supporting guidelines to implement the standard will serve as a foundation for policies, standards and practices established for the records management program in the Government of Alberta.

1. What is ISO 15489?

International Standard ISO 15489, Information and Documentation – Records Management (Geneva, 2001) was developed by an international committee of records management professionals, was launched by ARMA International in October 2001 and is supported by the Standards Council of Canada.

The standard was designed to meet records management requirements in businesses and governments alike.

The standard consists of two parts:

- Part 1 – is the standard itself;
- Part 2 – provides guidelines to assist organizations in implementing the standard.

2. Why endorse the standard?

In 2002, a comprehensive review of the Government of Alberta's Records Management Program was completed. The consultants recommended that the standard should be used as a base for the program and for ministries to benchmark their program delivery against it.

This recommendation was approved in principle by ARMC in February 2003.

3. What are the benefits of the standard?

The standard is valuable to Alberta government organizations because:

- It provides comprehensive guidance to assist staff with routine, yet critical, records management tasks.

- It has been developed, analyzed and evaluated to meet the records management requirements of organizations worldwide.
- As an international standard, it provides an internationally accepted framework to support management in the implementation of best practice.
- It provides a monitoring and auditing framework, so compliance and benefits can be measured in an objective fashion.
- Alberta Government Services advisory products are either based upon it or consistent with it. Compliance with the standard will generally mean compliance with Government of Alberta standards.

4. How can you obtain a copy of the standard?

Copies may be purchased on-line from the ISO Store at <http://www.iso.org/iso/en/prods-services/ISOstore/store.html>.

5. What should you do with the standard?

The standard should serve as a base for planning your organization's records management program. While compliance is not mandatory at this time, future compliance is a desired outcome.

Acknowledgements: Content for this Fact Sheet was obtained/modified from Archives New Zealand, *Fact Sheet ISO 15489*, March 2003, available at <http://www.archives.govt.nz/continuum/dls/pdfs/f4-iso15489.pdf>.