



MALAYSIAN STANDARD

MS 2223-2:2009

INFORMATION AND DOCUMENTATION - RECORDS MANAGEMENT- PART 2: GUIDELINES

ICS: 01.140.20

Descriptors: information, documentation, record management, guidelines

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Committee representation

The Industry Standards Committee on Organisation Management (ISC O) under whose authority this Malaysian Standard was adopted, comprises representatives from the following organisations:

Department of Occupational Safety and Health Malaysia
Department of Standards Malaysia
Federation of Public Listed Companies
Jabatan Kebajikan Masyarakat Malaysia
Malaysian Association of Standards Users
Malaysian Institute of Corporate Governance
Malaysian International Chamber of Commerce and Industry
Ministry of International Trade and Industry
National Archives of Malaysia
PETRONAS Corporate Health, Safety and Environment
Securities Commission
Telekom Malaysia Berhad
The Institution of Engineers, Malaysia

The Technical Committee on Record Management which recommended the adoption of the ISO/TR Standard consists of representatives from the following organisations:

Bank Negara Malaysia
Datarunding Sdn Bhd
Malaysian Administrative, Modernisation and Management Planning Unit
National Archives of Malaysia, Conventional Record Management
National Archives of Malaysia, Electronic Record and Information Technology Management
Petroleum Nasional Berhad
Chief Government Security Officer, Prime Minister's Department
Public Service Department of Malaysia
Universiti Kebangsaan Malaysia
Universiti Teknologi MARA
Versapac Sdn Bhd

NATIONAL FOREWORD

The adoption of the ISO/TR Standard as a Malaysian Standard was recommended by the Technical Committee on Record Management under the authority of the Industry Standards Committee on Organisational Management.

This Malaysian Standard is identical with ISO/TR 15489-2:2001, *Information and documentation - Records management - Part 2: Guidelines*, published by the International Organization for Standardization (ISO). However, for the purposes of this Malaysian Standard, the following apply:

- a) in the source text, "this International Standard" should read "this Malaysian Standard";
and
- b) the comma which is used as a decimal sign (if any), to read as a point.

MS 2223 consists of the following parts, under the general title, *Information and documentation - Records management*:

Part 1: General

Part 2: Guidelines

This Malaysian Standard has been redrafted in order to provide a structure consistent with that of other Malaysian Standards.

Compliance with a Malaysian Standard does not of itself confer immunity from legal obligations.

NOTE. IDT on the front cover indicates an identical standard i.e. a standard where the technical content, structure, wording (or is an identical translation) of a Malaysian Standard is exactly the same as in an International Standard or is identical in technical content and structure although it may contain the minimal editorial changes specified in clause 4.2 of ISO/IEC Guide 21-1.