



MALAYSIAN STANDARD

MS 2223-1:2009

INFORMATION AND DOCUMENTATION - RECORDS MANAGEMENT - PART 1: GENERAL (ISO 15489-1:2001, IDT)

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CONTENTS

	Page
Committee representation.....	iii
National foreword.....	iv
Foreword.....	v
Introduction.....	vi
1 Scope.....	1
2 Normative references.....	1
3 Terms and definitions.....	2
4 Benefits of records management.....	4
5 Regulatory environment.....	4
6 Policy and responsibilities.....	5
6.1 General.....	5
6.2 Policy.....	5
6.3 Responsibilities.....	5
7 Records management requirements.....	6
7.1 Principles of records management programmes.....	6
7.2 Characteristics of a record.....	7
7.2.1 General.....	7
7.2.2 Authenticity.....	7
7.2.3 Reliability.....	7
7.2.4 Integrity.....	7
7.2.5 Useability.....	7
8 Design and implementation of a records system.....	8
8.1 General.....	8
8.2 Records systems characteristics.....	8
8.2.1 Introduction.....	8
8.2.2 Reliability.....	8
8.2.3 Integrity.....	9
8.2.4 Compliance.....	9
8.2.5 Comprehensiveness.....	9
8.2.6 Systematic.....	9
8.3 Designing and implementing records systems.....	9
8.3.1 General.....	9
8.3.2 Documenting records transactions.....	9
8.3.3 Physical storage medium and protection.....	9
8.3.4 Distributed management.....	10
8.3.5 Conversion and migration.....	10
8.3.6 Access, retrieval and use.....	10
8.3.7 Retention and disposition.....	10
8.4 Design and implementation methodology.....	10
8.5 Discontinuing records systems.....	11
9 Records management processes and controls.....	11
9.1 Determining documents to be captured into a records system.....	11
9.2 Determining how long to retain records.....	11
9.3 Records capture.....	12
9.4 Registration.....	13

CONTENTS *(continued)*

	Page
9.5 Classification	13
9.5.1 Classification of business activities.....	13
9.5.2 Classification systems.....	14
9.5.4 Indexing.....	14
9.5.5 Allocation of numbers and codes.....	14
9.6 Storage and handling.....	14
9.7 Access.....	14
9.8 Tracking	15
9.8.1 General	15
9.8.2 Action tracking	15
9.8.3 Location tracking.....	15
9.9 Implementing disposition	16
9.10 Documenting records management processes	16
10 Monitoring and auditing.....	17
11 Training	17
Index	18

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 Standard Users
Malaysian Institute of Corporate Governance
Malaysian International Chamber of Commerce and Industry
Ministry of International Trade and Industry Malaysia
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 Standard consists of representatives from the following organisations:

Bank Negara Malaysia
Chief Government Security Officer, Prime Minister's Department
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
Public Service Department of Malaysia
Universiti Kebangsaan Malaysia
Universiti Teknologi MARA
Versapac Sdn Bhd

NATIONAL FOREWORD

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

This Malaysian Standard is identical with ISO 15489-1:2001, *Information and documentation - Records management - Part 1: General*, 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";
- b) the comma which is used as a decimal sign (if any), to read as a point; and
- c) reference to International Standards should be replaced by equivalent Malaysian Standards as follows:

<u>Referenced International Standards</u>	<u>Corresponding Malaysian Standards</u>
ISO 9001, <i>Quality management systems - Requirements</i>	MS ISO 9001, <i>Quality management systems - Requirements</i>
ISO 14001, <i>Environmental management systems - Specification with guidance for use</i>	MS ISO 14001, <i>Environmental management systems - Specification with guidance for use</i>

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

Part 1: General

Part 2: Guidelines

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 and 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.