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## **australian standard for records management**

Jul 07 2024

as iso 15489 2002 information and documentation records management replaces as 4390 1996 the standard represents recognised international best practice guidance on records management how does this relate to the act

### ***as 4390 1 1996 records management general sai global***

Jun 06 2024

provides guidance as a voluntary code of practice for the implementation of records management strategies procedures and practices in any organization which needs to control and manage its records to meet business legal fiscal and quality systems requirements

### ***as iso 15489 1 2002 records management general saiglobal***

May 05 2024

standardize international best practice in records management using the australian standards as 4390 records management as its starting point this international standard is accompanied by a technical report iso tr 15489 2 that is recommended for use with it

### ***standard for the physical storage of commonwealth records***

Apr 04 2024

in particular the standard draws on standards australia as iso 15489 2002 records management standards australia as 4390 1996 records management part 6 storage withdrawn british standards institution bs 5454 2000 recommendations for the storage and exhibition of archival documents

### **as4390 the australian records management standard**

Mar 03 2024

the presentation overview of as 4390 australian records management standard features of as 4390 relationship to iso initiative example of implementation australian federal government compliance issues the standard and software vendors

### **as 4390 1 1996 australian standard records management part 1**

Feb 02 2024

author standards australia date of publication 1996 publisher standards australia

## **as 4390 2 1996 records management responsibilities sai global**

Jan 01 2024

this standard covers requirements that should be adopted by organizations to ensure that adequate evidence of business activities to meet the needs and protect the interests of the organization its clients and other people affected by its actions and decisions are made as records and that those records are captured into recordkeeping systems

## **as 4390 1 1996 records management part 1 general**

Nov 30 2023

as 4390 1 1996 superseded records management part 1 general provides guidance as a voluntary code of practice for the implementation of records management

## **caara policy 07 principles on full and accurate records**

Oct 30 2023

the principles in this document are drawn from current national and international best practice notably australian standard as 4390 1996 records management part 3 strategies clause 5 3 and the work of the university of pittsburgh s recordkeeping functional requirements project

## **records management policy australian government department**

Sep 28 2023

australian government agencies need to meet a range of legislative regulatory and governance requirements managing records digitally strengthens corporate governance by helping agencies meet legal obligations and regulatory and governance requirements in an efficient and cost effective way

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## **as 4390 1 1996 records management general standards**

Jul 27 2023

abstract provides guidance as a voluntary code of practice for the implementation of records management strategies procedures and practices in any organization which needs to control and manage its records to meet business legal fiscal and quality systems requirements

## **records and information management schedule of definitions**

Jun 25 2023

refers to a consistent and coherent regime of management processes from the time of the creation of records and before creation in the design of recordkeeping systems through to the preservation and use of records as archives as 4390 part 1 clause 4 22

## **as 4390 3 1996 records management strategies**

May 25 2023

this standard covers strategies that should be adopted by organizations to ensure that adequate evidence of business activities to meet the needs and protect the interests of the organization its clients and other people affected by its actions and decisions are made as records and that those records are captured into recordkeeping systems

## **as 4390 1 1996 as standards**

Apr 23 2023

provides guidance as a voluntary code of practice for the implementation of records management strategies procedures and practices in any organization which needs to control and manage its records to meet business legal fiscal and quality systems requirements covers both manual and computerized records management systems and specifies how

## **as 4390 1 1996 records management general sai global**

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abstract provides guidance as a voluntary code of practice for the implementation of records management strategies procedures and practices in any organization which needs to control and manage its records to meet business legal fiscal and quality systems requirements

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**as 4390 4 1996 records management part 4 control**

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as 4390 4 1996 superseded records management part 4 control sets out the records management processes of registering classifying indexing and tracking an

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as 4390 6 1996 superseded records management part 6 storage provides guidance on the storage of records for future retrieval and use and issues relating to

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**as 4390 5 1996 records management appraisal and disposal**

Nov 18 2022

sets out a range of records management activities that decide the ultimate fate of the records of an organization describes the appraisal process the steps leading to a disposal authority and the process of carrying out a disposal program

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