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Technical Report

Information and documentation — Records management in enterprise architecture

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Preface

This Technical Report was prepared by the Joint Standards Australia/Standards New Zealand Committee IT-021, Records and Document Management Systems.

The objective of this Technical Report is to create a common language that embeds records management concerns and requirements into enterprise architecture with the twin goals of building consensus —

(a) among records managers, enterprise architects and solution architects; and

(b) across the domains of records management, enterprise architecture and solution architecture.

NOTE This common understanding of Records Management enables Enterprise Architects to understand the motivations, concerns and goals of Records Managers, recognize them as influential key business stakeholders during organizational transformation, and use this understanding to influence systems planning and design. As a result, Records Management becomes an organizational capability at governance, strategic and operational levels.

This Technical Report provides a records management viewpoint, with architecture principles and corresponding architectural views of records. It explains records management for enterprise architects and other related professionals, so that they can achieve the competency needed to support collaborative initiatives.

This Technical Report provides support to enterprise architects in areas including —

(i) understanding and identifying records management principles, goals and requirements significant for the architectural representation;

(ii) facilitating consultations with records managers during the project lifecycle; and

(iii) identifying opportunities to reuse existing records management analyses and tools.

This Technical Report provides scenarios and models for solution architects and those who have responsibility for infrastructure overview.

This Technical Report also provides a common language to records managers for collaboration with enterprise architects to position records management requirements in the architecture development process.

This Technical Report is identical with, and has been reproduced from, ISO/TR 21965:2019, *Information and documentation — Records management in enterprise architecture*.

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