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Technical Specification

Information and documentation — Processes and functional requirements for software for managing records

Part 2: Guidance for selecting, designing, implementing and maintaining software for managing records



SA/SNZ TS ISO 16175.2:2021

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implementing and maintaining software for
managing records**

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Preface

This Technical Specification was prepared by the Joint Standards Australia/Standards New Zealand Committee IT-021, Records and Document Management Systems, to supersede SA/SNZ TR ISO 16175.2:2012 and SA/SNZ TR ISO 16175.3:2012.

The objective of this document is to provide guidance for decision making and processes associated with the selection, design, implementation and maintenance of software for managing records, according to the principles specified in AS ISO 15489.1.

This document is applicable to any kind of records system supported by software, including paper records managed by software, but is particularly focused on software for managing digital records.

This document provides guidance to records professionals charged with, or supporting the selection, design, implementation and maintenance of systems for managing records using a variety of software. It can also provide assistance to information technology professionals such as solution architects/designers, IT procurement decision makers, business analysts, business owners and software developers and testers seeking to understand records requirements.

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