

Australian/New Zealand Standard™

**Information and documentation—Digital
records conversion and migration
process**



AS/NZS ISO 13008:2014

This Joint Australian/New Zealand Standard was prepared by Joint Technical Committee IT-021, Records and Document Management Systems. It was approved on behalf of the Council of Standards Australia on 30 September 2014 and on behalf of the Council of Standards New Zealand on 21 August 2014. This Standard was published on 7 November 2014.

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AS/NZS ISO 13008:2014

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PREFACE

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

The objective of this Standard is to provide guidance for the conversion of records from one format to another, and the migration of records from one hardware or software configuration to another. It contains applicable records management requirements, the organizational and business framework for conducting the conversion and migration process, technology planning issues, and monitoring controls for the process. It also identifies the steps, components and particular methodologies for each of these processes, covering such topics as workflow, testing, version control and validation.

This Standard is identical with, and has been reproduced from ISO 13008:2012, *Information and documentation—Digital records conversion and migration process*.

As this Standard is reproduced from an International Standard, the following applies:

- (a) In the source text ‘this International Standard’ should read ‘this Australian/New Zealand Standard’.
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References to International Standards should be replaced by references to Australian or Australian/New Zealand Standards, as follows:

<i>Reference to International Standard</i>	<i>Australian/New Zealand Standard</i>
ISO	AS ISO
15489 Information and documentation— Records management	15489 Records management
15489-1 Part 1: General	15489.1 Part 1: General

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