

**Resolutions of the 19th ISO/TC 46/SC11 Archives/Records management meeting,  
Pretoria, Centurion, South Africa, 5 - 8 November 2007**

**Ad hoc group - Marketing**

**Resolution 1.** SC11 resolves to develop a marketing plan to achieve the following draft objectives:

- Promote SC 11 so that it can develop more inclusive standards and other products, for application in a broader international context.
- Promote the use of records related products - standards, technical reports etc – to extend their use in member countries
- Promote the benefits and use of records management more broadly in member countries

and nominate such work to be coordinated by Greg Goulding (New Zealand) with Paul Mullon and Louisa Venter (South Africa). Such a plan to be developed for the meeting May 2008.

**Resolution 2.** SC11 resolves to submit a proposal to the ICA to organise a session on standards at the ICA Congress in Kuala Lumpur in July 2008. The small working group, Hans Hofman (Netherlands), Carlota Bustelo (Spain) and Susan Franklin (Canada), will draft and submit the proposal by Dec 2007.

**Ad hoc group - Business Continuity/Vital records**

**Resolution 3.** SC11 resolves that the issue of Business Continuity Planning will be carried forward to the May 2008 meeting with a short statement for circulation in March 2008 on options for pursuing such work to be prepared by Kevin Joerling (USA).

**Ad hoc group - Digital Records Conversion**

**Resolution 4.** SC11 resolves to establish a new Ad hoc working group to research standards on digital records conversion to prepare a first draft for circulation in March 2008 based on the ARMA/ANSI 16-2007 Standard The Digital Records Conversion Process: Program Planning, Requirements, Procedures for consideration as a new Work Item. This work to be coordinated by Kevin Joerling (USA), with assistance from Alan Shipman (UK), Barbara Reed (Australia), Song-Ahm Cho (Korea), Remco Verdegem (Netherland), Marie Martine Guillabert (France), Hidehiko Kobayashi (Japan), Kwi-Sun Si (Korea).

**Ad hoc group – DRAMBORA (Digital Repository Audit Method Based on Risk Management)**

**Resolution 5.** SC11 resolves to establish a new Ad hoc working group to develop first draft on risk management methodology for recordkeeping for discussion as a potential new work item at the next meeting. The Ad hoc working group consists of Hans Hofman - Chair (Netherland), Carlota Bustelo (Spain), Alan Shipman (UK), Brian Thurgood (Canada), Xaomi An (China),

Barbara Reed (Australia). Document for consideration by SC11 to be distributed by mid March 2008.

**Ad hoc Group - Management System Standards (MSS)**

- Resolution 6.** SC 11 resolves to adopt the MSS approach for all its products.
- Resolution 7.** SC 11 requests the secretariat to ask the chair of ISO/TC 46 to facilitate the submission of the MSS for records justification study to the ISO/TMB for approval as soon as possible.
- Resolution 8.** SC 11 requests the secretariat to request ISO to reserve a series of 50 consecutive numbers of a round number for our future products and to report to the next meeting.
- Resolution 9.** SC 11 resolves to request the secretariat to distribute the MSS for records justification study to national member bodies for information by end of November 2007.
- Resolution 10.** SC 11 resolves to establish a Working Group 8 - Records management systems – fundamentals and vocabulary. To develop a standard for records management fundamentals and vocabulary which will be the umbrella standard for a family of standards in a Management Systems Standards framework. The working group to be chaired by Judith Ellis (Australia) and deputy chair/project leader Xiaomi An (China). Initial members (including drafting group) are Kevin Joerling (USA), Louisa Venter (South Africa), Susan Franklin (Canada) and Greg Goulding (New Zealand). The first task for the drafting group is to develop a draft of the standard for discussion at the May 2008 meeting, circulated to the working group mid-March 2008.
- Resolution 11.** SC 11 resolves to establish a Working Group 9 - Records management systems – requirements. To develop a standard for records management systems requirements which will be the core standard for a family of standards in a Management Systems Standards framework. The working group to be chaired by Carlota Bustelo (Spain), and deputy chair/project leader Anne Picot (Australia). Initial members (including drafting group) are Song-Ahm Cho (South-Korea), Anki Steen (Sweden), David Faurio (France), Hans Hofman (Netherland) and Greg Goulding (New Zealand). The first task for the drafting group is to develop a draft of the standard for discussion at the May 2008 meeting circulated to the working group mid-March 2008.
- Resolution 12.** SC 11 resolves to request the chair of SC 11 to establish a governance group to provide coordination of new work on the MSS family to report back to the next meeting in May 2008.
- Resolution 13.** SC11 resolves to disband the Ad hoc working group on Records Management System Standards, given its work is complete.

**Ad hoc Group - Digitisation**

- Resolution 14.** SC 11 resolves to establish Working Group 10, Records digitisation, to progress a first draft of a Technical Report based on the text of the Archives New Zealand - Digitisation Standards digitisation for the next meeting in May 2008, with distribution to the working group in mid-March 2008. Group to be convened by Greg Goulding (New Zealand) with Project Leader Louisa Venter (South Africa), with participating group membership consisting of Spain, France, South Africa, China, Japan and New Zealand, Canada.
- Resolution 15.** SC 11 resolves to ask the secretariat to submit a new Work Item Proposal for ballot and PDTR for records digitisation by the start of February 2008. Working Group 10 to provide the draft new Work Item by last week of January 2008.

**WG01 - Recordkeeping metadata**

- Resolution 16.** SC11 resolves a positioning paper requested, be cancelled as a work action pending publication of the requested article on recordkeeping metadata in the ISO Focus publication, by Hans Hofman (Netherland) and Barbara Reed (Australia).
- Resolution 17.** SC11 resolves to request the secretariat to progress submission of ISO/TS 23081-2:2007 as a draft international standard.
- Resolution 18.** SC11 resolves all participating National Member Bodies be asked to report on their experience in using/not using ISO 23081 Parts 1 and 2, with a view to identifying areas requiring further guidance.  
Timelines and actions:
- Barbara Reed (Australia) to develop and distribute a report format for countries to use by end November 2007
  - Countries to report by end February 2008
  - Hans Hofman (Netherland) and Barbara Reed (Australia) to analyse and distribute results by end March 2008
- Resolution 19.** SC11 resolves the current drafts of the 'How to' Guides be separated into more than one document. And 'Creating a metadata scheme – where to start' be put through a further commenting process between November 2007 and February 2008 prior to distribution to National Member Bodies for their use and free distribution.  
Timelines and actions:
- Trish O’Kane (New Zealand) to distribute by end of November 2007
  - Country comments by end January 2008
  - Finalise by mid February 2008

**Resolution 20.** SC11 resolves two further high level metadata guidance documents be developed:

- EDRMS implementation
- Business systems implementation

Timelines and actions:

- Small working group: led by Trish O’Kane (New Zealand), with Greg Goulding (New Zealand), Cristina Fernandez (Spain), Sangmin Lee (Korea), Dewald Opperman (South Africa) to continue working on these documents with a view to distribute drafts by mid March 2008, for discussion at the May 2008 meeting

**Resolution 21.** SC11 resolves a small group be established led by David Faurio (France), with Louisa Venter (South Africa), Bill Millican (USA) to conduct a preliminary investigation of the impact of the anticipated Management System Structure on ISO 23081, to distribute a document by mid March 2008 and to report to the May 2008 meeting.

#### **WG04 - Self Assessment**

**Resolution 22.** SC11 resolves to reconsider the reestablishment of WG04 at the next meeting, May 2008, in light of new documents tabled at that meeting.

#### **WG05 - Revision of 15489**

**Resolution 23.** SC11 resolves to issue the Management Statement for free distribution to national member bodies:

- for use in international and national publications as a marketing tool
- for scaled incorporation in the preface of future SC11 products

**Resolution 24.** SC11 resolves to suspend WG05 on the basis that:

- a) WG05 supports the recommendations from the Ad Hoc Work Group on Management Systems Standards to develop new products under the MSS framework
- b) the work undertaken by WG05 on a self-assessment and implementation guide is suspended pending the development of new products under the MSS framework. This work may be used in the future in documents to be developed under the MSS framework.
- c) the work on revision of ISO 15489, Parts 1 and 2 continues to be suspended.
- d) the resources of WG05 can be directed to new work groups to be established for MSS work.

**WG06 - Work Process Analysis**

- Resolution 25.** SC11 resolves the Susan Franklin, WG06 Convener will make all changes to ISO/TR 26122 v 5 as agreed at the 5<sup>th</sup> of November 2007 Meeting, and distribute that version as a final draft to WG06 members, by 23 November 2007.
- Resolution 26.** SC11 resolves the WG06 members to confirm changes made at the 5<sup>th</sup> of November 2007 Meeting to the Convener, by 7<sup>th</sup> December 2007.
- Resolution 27.** SC11 resolves the Susan Franklin, WG06 Convener will forward a final version of ISO/TR 26122 to SC11 Secretariat for submission to ISO's editing and publication process, by 21<sup>st</sup> of December 2007.
- Resolution 28.** SC11 resolves to propose that WG06 be disbanded on publication of the technical report and any potential discussion items considered as part of the future revision and restructuring of ISO 15489 into a MSS family structure.

**WG07 - Digital Preservation**

- Resolution 29.** SC11 resolves to request Alan Shipman (UK) on behalf of WG7 to edit the document ISO/NP DTR 26102 version 4 by 16 November 2007 for a one week review period by the attendees of the 7<sup>th</sup> of November 2007 working group meeting. Convenor and Project Leader to determine whether received comments cannot be resolved. In that case, distribution of the document for committee vote will be suspended and ISO extension requested. Otherwise the document will be immediately revised and forwarded for DTR ballot.

**General**

- Resolution 30.** SC11 resolves to thank the South African Bureau of Standards (SABS) for inviting us and hosting a very successful meeting. In particular SC11 would like to thank the following individuals:
- Dr Geoff Visser, Executive StanSA
  - Ms Marieta van Noordwyk, (SABS)
  - Mrs Irma Loots (SABS)
  - Mrs Ronel Pretorius (SABS)
  - Ms Yvonne Ndhlovu (SABS)
  - Mrs Louisa Venter (National Archives and Records Services of South Africa)
  - Mr Paul Mullon (Metrofile)
  - Mr Dewald Opperman (Mostert; Opperman; Goodman Inc.)
  - Mr Kevin Maddern (Nashua)

**Resolution 31.** SC11 resolves to thank the following sponsors for the wonderful social events at the African Window Museum, SABS, Lesedi Cultural Village

- Business Engineering
- Canon/Kathlego
- De Vaal & De Vaal Information Brokers CC
- EGIS Software
- ECM Solutions
- Kanimambo
- Metrofile
- Nashua/Lazerfiche
- TGIS (Total Geo-spatial Information Solutions)
- The Document Warehouse

**Resolution 32.** SC11 resolves to thank the work of the resolution drafting committee; Joanna Baker, Susan Franklin, Cristina Fernandez & Trish O’Kane.