



MALAYSIAN STANDARD

MS ISO 15489-1:2020

**Information and documentation - Record
management - Part 1: Concepts and
principles
(ISO 15489-1:2016, IDT)**

ICS: 01.140.20

Descriptors: information sciences

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Department of Standards Malaysia
Level 4 – 7, Tower 2, Menara Cyber Axis
Jalan Impact, Cyber 6
63000 Cyberjaya
Selangor Darul Ehsan
MALAYSIA

Tel: 60 3 8008 2900
Fax: 60 3 8008 2901
<http://www.jsm.gov.my>
E-mail: central@jsm.gov.my

Committee representation

The National Standards Committee on Quality and Organisational Management (NSC Y) under whose authority this Malaysian Standard was adopted, comprises representatives from the following organisations:

Construction Industry Development Board
Department of Standards Malaysia (Secretariat)
Federation of Malaysian Manufacturers
Federation of Public Listed Companies
Institute of Quality Malaysia
Malaysian Agricultural Research and Development Institute
Malaysian Association of Standards Users
Malaysian Employers Federation
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The Electrical and Electronics Association of Malaysia
The Institution of Engineers Malaysia
Universiti Utara Malaysia

The Technical Committee on Record Management (TC/Y/9) which recommended the adoption of ISO standards as Malaysian Standard consist of representatives from the following organisations:

Bank Negara Malaysia
Biz Objek Sdn Bhd
Chief Government Security Office
Department of Standards Malaysia (Secretary)
Malaysian Administrative Modernisation and Management Planning Unit
National Archive of Malaysia
Petroliam Nasional Berhad
Universiti Kebangsaan Malaysia
Universiti Teknologi MARA

MS ISO 15489-1:2020

National foreword

The adoption of the ISO Standard as a Malaysian Standard was recommended by the Technical Committee on Record Management under the authority of the National Standards Committee on Quality and Organisational Management.

This Malaysian Standard is identical with ISO 15489-1:2016, *Information and documentation – Records management: Part 1 – Concepts and principles*, published by the International Organizations for Standardisations (ISO).

However, for the purpose of this Malaysian Standard, the following apply:

- a) in the source text, “this International Standard” should read “this Malaysian Standard”; and
- b) the comma which used as a decimal sign (if any), to read as a point.

Compliance with a Malaysian Standard does not of itself confer immunity from legal obligations.

NOTE. IDT on the front cover indicates an identical standard i.e a standard where the technical content, structure, and wording (or is an identical translation) of a Malaysian Standards exactly the same as in an International Standard or is identical in technical content and structure although it may contain the minimal editorial changes specified in clause 4.2 of ISO/IEC Guide 21.1.

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

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For an explanation on the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the WTO principles in the Technical Barriers to Trade (TBT) see the following URL: [Foreword - Supplementary information](#)

The committee responsible for this document is ISO/TC 46, *Information and documentation*, Subcommittee SC 11, *Archives/records management*.

This second edition cancels and replaces the first edition (ISO 15489-1:2001), which has been technically revised.

ISO 15489 consists of the following parts, under the general title *Information and documentation — Records management*:

- *Part 1: Concepts and principles*
- *Part 2: Guidelines* [Technical Report]