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Information and documentation — Records management — Core concepts and vocabulary

Information et documentation — Systèmes de gestion des documents d'activité — Principes essentiels et vocabulaire

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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).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

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 World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see the following URL: www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 46, Information and documentation, Subcommittee SC 11, Archives/records management.

This second edition cancels and replaces ISO 30300:2011, which has been technically revised. Its scope has been broadened beyond the series of standards on Management Systems for Records as it contains the definitions corresponding to the core concepts stated in all the updated products of ISO/TC 46/SC 11.

Introduction

0.1 General

A vocabulary is a "terminological dictionary which contains designations and definitions from one or more specific subject fields" (ISO 1087-1:2000, 3.7.2). This International Standard provides a vocabulary for the subject field of records management. It defines core concepts to provide a common understanding of the records management domain within the ISO/TC 46/SC 11 standards.

Clear, consistent and coherent standards need clear, consistent and coherent terminology. This International Standard follows rules and guidelines provided by *ISO/TC 37- Language and terminology* to build terminology standards. Readers unfamiliar with terminology work would benefit from an understanding of ISO 704: 2009 Terminology work – Principles and methods.

This International Standard is intended to provide ISO/TC 46/SC 11 standards developers with the most relevant definitions related to the concepts used in the records management domain. It is also expected that this International Standard will be used by standards users and any interested party to clearly understand records management concepts represented by consistent terms and definitions.

Terms and definitions in this International Standard have been developed within a concept system. A concept is a unit of knowledge created by a unique combination of characteristics. Concepts are arranged in concept systems according to the relationships among them. Concept systems are graphically represented by concept diagrams. A concept in a specific domain is represented by a term. Concepts are not necessarily bound to particular languages. They are, however, influenced by the social or cultural background which often leads to different categorizations. This International Standard facilitates consistent understanding beyond languages and cultural practices by illustrating core concepts about records management used in ISO/TC 46/SC11 products and the relationships among those concepts by including in Annex A the core concept diagrams. The concepts identified in the field of records management and expressed in diagrams in Annex A Terms and definitions are ordered in Clause 3 grouping by concepts diagrams. Figure 1 shows the overview diagram with the correspondent subclauses both in Annex A concepts diagrams and in clause 3 Terms and definitions.

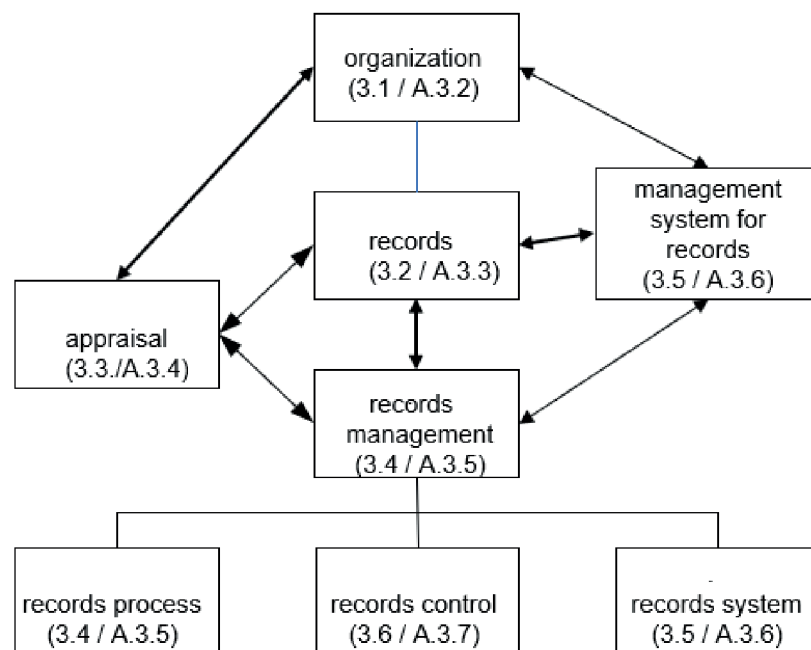**Figure 1 — Overall diagram of core concepts and relationship with subclauses in section 3 and Annex A**

For facilitating search for a particular term and alphabetical index is included at the end of this document.

0.2 Background

The terms and definitions in this document are based on the concept system of ISO 30300:2011 with new concepts added from ISO 15489-1:2016 *Records management- Concepts and principles*. This International Standard is also the vocabulary standard for the ISO series Management Systems for Records. Therefore, it includes all core terms and definitions for management systems from Appendix 2 of Annex SL of ISO/IEC Directives Part 1. In addition, this International Standard includes any terms and definitions that are relevant to core concepts of the records management domain used in TC 46/SC 11 products

This International Standard is not intended as a comprehensive vocabulary of all terms used in the records management domain, not even in all ISO/TC 46/SC11 products.

0.3 How to use this standard

The terms and definitions in this International Standard are adopted in any revision of the existing ISO/TC 46/SC 11 products. During the period before a complete revision cycle of all ISO/TC 46/SC 11 products, definitions in this International Standard will be preferred when a duplicate or conflicting definition exists in another ISO/TC 46/SC11 product.".

When developing a new producer revising an existing one, additional terms and definitions may be added when necessary. New notes on existing terms may be also added to serve a specific purpose or explanation. In both cases, definitions are included in the section 3 in addition to the reference to ISO 30300.

In the future revisions of this International Standard new terms and definitions included in ISO/TC 46/SC 11 products are to be considered for inclusion.

Information and documentation — Records management — Core concepts and vocabulary

1 Scope

This document contains the terms and definitions of the concepts used in ISO/TC 46/SC 11 products related to records management. It does not limit the definition of new terms in ISO/TC 46/SC 11 products

2 Normative references

There are no normative references in this document.

3 Terms and definitions

3.1 Terms relating to the concept of organization

3.1.1
accountability
condition of an *organization* (3.1.19) of being answerable to its governing bodies, legal authorities, and more broadly, its other *stakeholders* (3.1.13) regarding its decisions and activities

[SOURCE: SOURCE; Adapted from ISO26000:2010,2.1]

3.1.2
activity
task performed by an *organization* (3.1.19)

[SOURCE: Adapted from ISO 15489-1:2016, 3.2]

3.1.3
agent
individual, workgroup or *organization* (3.1.19) responsible for, or involved in *records processes* (3.4.13)

Note 1 to entry: A technological tools such as software applications can be considered an agent when substituting for individuals or workgroups if the tool routinely perform records processes

[SOURCE: Adapted from ISO 15489-1:2016, 3.3]

3.1.4
audit
systematic, independent and documented *process* (3.1.23) for obtaining audit *evidence* (3.2.6) and evaluating it objectively to determine the extent to which the audit criteria are fulfilled

Note 1 to entry: An audit can be an internal audit (first party) or an external audit (second party or third party), and it also can be a combined audit (combining two or more disciplines).

Note 2 to entry: An internal audit is conducted by the organization itself, or by an external party on its behalf.

Note 3 to entry: "Audit evidence" and "audit criteria" are defined in ISO 19011.

[SOURCE: Appendix 2 of Annex SL of ISO Directives Part 1, 3.17]

3.1.5
business continuity
capability of an *organization* (3.1.19) to continue delivery of products or services at acceptable predefined levels following a disruption

[SOURCE: ISO 22300:2018,3.24]

3.1.6
competence
ability to apply knowledge and skills to achieve intended results

[SOURCE: Appendix 2 of Annex SL of ISO Directives Part 1, 3.10]

3.1.7
compliance
meeting the *mandate* (3.1.14) of the *organization* (3.1.19)

Note 1 to entry: This includes obligations set by internal policies and decisions and/or external laws, regulations, standards and agreements

[SOURCE: Adapted from ISO 19600:2014 3.17]

3.1.8
conformity
fulfilment of a *requirement* (3.1.25)

[SOURCE: Appendix 2 of Annex SL of ISO Directives Part 1, 3.18]

3.1.9
continual improvement
recurring *activity* (3.1.2) to enhance *performance* (3.1.21)

[SOURCE: Appendix 2 of Annex SL of ISO Directives Part 1, 3.21]

3.1.10
corrective action
action to eliminate the cause of a *nonconformity* (3.1.17) and to prevent recurrence

[SOURCE: Appendix 2 of Annex SL of ISO Directives Part 1, 3.20]

3.1.11
effectiveness
extent to which planned activities are realized and planned results achieved

[SOURCE: Appendix 2 of Annex SL of ISO Directives Part 1, 3.6]

3.1.12
function
group of activities aimed at achieving one or more goals of an *organization* (3.1.19)

[SOURCE: Adapted from ISO 15489-1:2016, 3.11]

3.1.13
interested party (preferred term)
stakeholder (admitted term)
person or *organization* (3.1.19) that can affect, be affected by, or perceive itself to be affected by a decision or *activity* (3.1.2)

[SOURCE: Appendix 2 of Annex SL of ISO Directives Part 1, 3.2]

3.1.14
mandate
legal, regulatory or business rules governing the *organization* (3.1.19)

Note 1 to entry: to entry. In the records management field mandates affect the records processes

[SOURCE: Adapted from ISO 23081-2:2009]

3.1.15
measurement
process (3.1.23) to determine a value

[SOURCE: Appendix 2 of Annex SL of ISO Directives Part 1, 3.16]

3.1.16
monitoring
determining the status of a *system* (3.6.5), a *process* (3.1.23) or an *activity* (3.1.2)

Note 1 to entry: To determine the status, there may be a need to check, supervise or critically observe.

[SOURCE: Appendix 2 of Annex SL of ISO Directives Part 1, 3.15]

3.1.17
nonconformity
non-fulfilment of a *requirement* (3.1.25)

[SOURCE: Appendix 2 of Annex SL of ISO Directives Part 1, 3.19]

3.1.18
objective
result to be achieved

Note 1 to entry: An objective can be strategic, tactical, or operational.

Note 2 to entry: Objectives can relate to different disciplines (such as financial, health and safety, and environmental goals) and can apply at different levels (such as strategic, organization-wide, project, product and process).

Note 3 to entry: An objective can be expressed in other ways, e.g. as an intended outcome, a purpose, an operational criterion, as a records objective, or by the use of other words with similar meaning (e.g. aim, goal, or target).

Note 4 to entry: In the context of management systems for records, records objectives are set by the organization, consistent with the records policy, to achieve specific results.

[SOURCE: Appendix 2 of Annex SL of ISO Directives Part 1, 3.8]

3.1.19
organization
person or group of people that has its own functions with responsibilities, authorities and relationships to achieve its *objectives* (3.1.18)

Note 1 to entry: The concept of organization includes, but is not limited to sole trader, company, corporation, firm, enterprise, authority, partnership, charity or institution, or part or combination thereof, whether incorporated or not, public or private.

Note 2 to entry: The concepts also include different parts working together with common objectives

[SOURCE: Appendix 2 of Annex SL of ISO Directives Part 1, 3.1]

3.1.20
outsource (verb)
make an arrangement where an external *organization* ([3.1.19](#)) performs part of an organization's *function* ([3.1.12](#)) or *process* ([3.1.23](#))

Note 1 to entry: An external organization is outside the scope of the management system, although the outsourced function or process is within the scope.

[SOURCE: Appendix 2 of Annex SL of ISO Directives Part 1, 3.14]

3.1.21
performance
measurable result

Note 1 to entry: Performance can relate either to quantitative or qualitative findings.

Note 2 to entry: Performance can relate to the management of activities, processes, products (including services), systems or organizations.

[SOURCE: Appendix 2 of Annex SL of ISO Directives Part 1, 3.13]

3.1.22
policy
intentions and direction of an *organization* ([3.1.19](#)), as formally expressed by its *top management* ([3.1.27](#))

[SOURCE: Appendix 2 of Annex SL of ISO Directives Part 1, 3.7]

3.1.23
process
set of interrelated or interacting activities which transforms inputs into outputs

[SOURCE: Appendix 2 of Annex SL of ISO Directives Part 1, 3.12]

3.1.24
records policy
intentions and direction of an *organization* ([3.1.19](#)) in relation to *records* ([3.2.10](#))

Note 1 to entry: A records policy in Management Systems for Records (MSR) is a unique declaration of intention normally in a short statement formally expressed by the top management

Note 2 to entry: Records policy can be used in plural to designate documentation covering technical aspects, set of rules and principles for the creation, capture and management of records

[SOURCE: Adapted from ISO 5127:2017, 3.6.5.01]

3.1.25
requirement
need or expectation that is stated, generally implied or obligatory

Note 1 to entry: "Generally implied" means that it is custom or common practice for the organization and interested parties that the need or expectation under consideration is implied.

Note 2 to entry: A specified requirement is one that is stated, for example in documented information.

[SOURCE: Appendix 2 of Annex SL of ISO Directives Part 1, [3.3](#)]

3.1.26
risk
effect of uncertainty on *objectives* ([3.1.18](#))

Note 1 to entry: An effect is a deviation from the expected — positive or negative.

Note 2 to entry: Uncertainty is the state, even partial, of deficiency of information related to, understanding or knowledge of, an event, its consequence, or likelihood.

Note 3 to entry: Risk is often characterized by reference to potential "events" (as defined in ISO Guide 73:2009, 3.5.1.3) and "consequences" (as defined in ISO Guide 73:2009, 3.6.1.3), or a combination of these.

Note 4 to entry: Risk is often expressed in terms of a combination of the consequences of an event (including changes in circumstances) and the associated "likelihood" (as defined in ISO Guide 73:2009, 3.6.1.1) of occurrence.

[SOURCE: ISO 31000:2018]

3.1.27
top management
person or group of people who directs and controls an *organization* (3.1.19) at the highest level

Note 1 to entry: Top management has the power to delegate authority and provide resources within the organization.

Note 2 to entry: If the scope of the management system covers only part of an organization, then top management refers to those who direct and control that part of the organization.

[SOURCE: Appendix 2 of Annex SL of ISO Directives Part 1, 3.5]

3.1.28
third party
person or body that is recognized as being independent of the parties involved, as concerns the issue in question

[SOURCE: ISO 17068:2017 3.17]

3.1.29
transaction
smallest unit of an *activity* (3.1.2) consisting of an exchange between two or more participants or systems

[SOURCE: Adapted from ISO 15489-1:2016, 3.18]

3.2 Terms relating to the concept of records

3.2.1
asset
item, thing or entity that has potential or actual value

Note 1 to entry: Examples of assets include information, software, computers, services, people, competences, skills, experience, reputation and image

Note 2 to entry: Through time, the asset may have a different value to the organization

[SOURCE: ISO55000:2014, 3.2.1, Note 3 is deleted]

3.2.2
authenticity
quality of a *record* (3.2.10) that can be proven to be what it purports to be, to have been created or sent by the *agent* (3.1.3) purported to have created or sent it, and to have been created or sent when purported

[SOURCE: Adapted from ISO 13008:2012, 3.3]

3.2.3
authoritative record(s)
record (3.2.10) which possess the characteristics of *authenticity* (3.2.2), *reliability* (3.2.11), *integrity* (3.2.8) and *useability* (3.2.12)

[SOURCE: Adapted from ISO 15489-1: 2016, 5.2.2]

3.2.4
data
set of characters or symbols to which meaning is or could be assigned

[SOURCE: Adapted from ISO 5127:2017, 3.1.1.15]

3.2.5
documented information
information required to be controlled and maintained by an *organization* (3.1.19) and the medium on which it is contained

Note 1 to entry: From a records management viewpoint documented information is a type of record. It is created and named as documented information when any management system standard is implemented by an organization

Note 2 to entry: Documented information refers to the information required to be controlled and maintained by the organization when implementing a management system. It can refer to:

— the management system, including related processes;

— information created in order for the organization to operate;

— evidence of results achieved

Note 3 to entry: Documented information can be in any format and media, and from any source.

[SOURCE: Appendix 2 of Annex SL of ISO Directives Part 1, 3.4 Notes to entry has been modified]

3.2.6
evidence
information that could be used either by itself or in conjunction with other information, to establish proof about an event or action

Note 1 to entry: Evidence can be shown to be inviolate and complete. It is not limited to the legal sense of the term.

[SOURCE: Adapted from ISO 15489-1:2016, 3.10]

3.2.7
information
data (3.2.4) in context with a particular meaning

[SOURCE: Adapted from ISO 5127:2017, 3.1.16]

3.2.8
integrity
quality of being complete and unaltered

[SOURCE: ISO 15489-1:2016, 5.2.2.3]

3.2.9
metadata for records
structured or semi-structured information, which enables the *records processes* (3.4.13) through time and within and across *organizations* (3.1.19)

[SOURCE: SOURCE: Adapted from ISO 15489:2016 3.12]

3.2.10
record(s)
information created or received and maintained as *evidence* (3.2.6) and as an *asset* (3.2.1) by an *organization* (3.1.19), in pursuit of legal obligations or in the course of conducting business

[SOURCE: ISO 15489-1:2016, 3.14]

Note 1 to entry: In a Management System Standard (MSS) implementation, the records created to conduct and direct the management system and to document its implementation are called documented information

3.2.11
reliability
quality of a *record* (3.2.10)that can be proven to be complete and accurate

[SOURCE: Adapted from ISO/IEC 27000:2018,3.55]

3.2.12
useability
property of being able to be located, retrieved, presented and understood

Note 1 to entry: Useability may also refer to the extent to which a system, product, or service can be used by specified users to achieve specified goals with effectiveness, efficiency, and satisfaction in a specified context of use.

[SOURCE: Adapted from ISO 15489-1, 5.2.2.4]

3.3   Terms relating to the concept of appraisal

3.3.1
appraisal
analysis and evaluation of business *functions* (3.1.12) and *processes* (3.1.23), business context and *risk* (3.1.26) to determine which *records* (3.2.10) need to be created and *captured* (3.4.3) and how, and how long, *records* (3.2.10) need to be kept

Note 1 to entry: The concept of appraisal as defined here is meant to include both records appraisal, which relates to the creation/capture and active and semi-active phases of records management, and archival appraisal which addresses final disposition. Importantly, appraisal is used to identify retention requirements, create disposition authorities, and identify records which have potential to form part of the archival heritage

Note 2 to entry: appraisal is a recurrent process within an organization

[SOURCE: Adapted from ISO/TR 21946; 2018 Introduction]

3.3.2
records requirement
requirement (3.1.25)for *evidence* (3.2.6) of business *function* (3.1.12)*, activity* (3.1.2) or task identified by *appraisal* (3.3.1)

3.3.3
risk management
coordinated activities to direct and control an *organization* (*3.1.19*) with regard to *risk* (3.1.25)

[SOURCE: ISO 31000:2018 3.2.]

3.4   Terms relating to the concepts of records management and records processes

3.4.1
access
means of finding, using or retrieving *information* (3.2.7)

[SOURCE: Adapted from ISO15489-1:2016, 3.1]

3.4.2
archival description
capturing, collating, analyzing, and organizing *information* ([3.2.7](#)) that identifies, manages, locates, and interprets archival materials and their context

[SOURCE: Adapted from ISO 5127:2017, 3.7.2.07]

3.4.3
capture
deliberate action that results in the registration of a *record* ([3.2.10](#)) into a *records system* ([3.6.4](#))

[SOURCE: Adapted from ISO/TS 22220:2011, 3.1]

3.4.4
classification
systematic arrangement of *records* ([3.2.10](#)) or business *activities* ([3.1.2](#)) into categories according to methods, procedures or conventions represented in a scheme

[SOURCE: Adapted from ISO 15489-1:2016, 3.5]

3.4.5
conversion
changing *records* ([3.2.10](#)) from one format to another

[SOURCE: Adapted from ISO 15489-1:2016, 3.6]

3.4.6
description
creation of a representation of an object and its component parts.

3.4.7
destruction
eliminating or deleting a *record* ([3.2.10](#)), beyond any possible reconstruction

[SOURCE: Adapted from ISO 15489-1:2016, 3.7]

3.4.8
disposition
range of processes associated with implementing *records* ([3.2.10](#)) *retention* ([3.4.14](#))*, destruction* ([3.4.7](#)) or *transfer* ([3.4.15](#)) decisions which are documented in *disposition authorities* ([3.5.4](#)) or other instruments

[SOURCE: ISO 15489-1:2016, 3.8]

3.4.9
indexing
allocating index terms to *records* ([3.2.10](#)) based on analysis of the *records* ([3.2.10](#))

Note 1 to entry: Indexing can be carried out by humans or automated means.

[SOURCE: Adapted from ISO 5127: 2017, 3.8.2.01]

3.4.10
migration
moving *records* ([3.2.10](#)) from one hardware or software configuration to another

[SOURCE: Adapted from ISO 15489-1:2016, 3.13]

3.4.11
preservation
measures taken to maintain the *useability* (3.2.12), *authenticity* (3.2.2), *reliability* (3.2.11) and *integrity* (3.2.8) of *records* (3.2.10) over time.

Note 1 to entry: Measures Include principles, policies, rules, strategies, processes and operations

[SOURCE: Adapted from ISO/TR 18492:2015, 3.7]

3.4.12
records management (preferred term)
recordkeeping (admitted term)
field responsible for the efficient and systematic governance of *records* (3.2.10), using *records processes* (3.4.13)*, records controls* (3.5.6) and *records systems* (3.6.4)

[SOURCE: Adapted from ISO 15489-1:2016, 3.15]

3.4.13
records process
set of activities for managing *authoritative records* (3.2.3)

[SOURCE: Adapted from ISO/TR 18128:2014 (E), 3.3.2]

3.4.14
retention
keeping a *record* (3.2.10) according to prescribed conditions

3.4.15
transfer
moving of the custody of *records* (3.2.10) from one person or *organization* (3.1.19) to another, which may or may not involve change of location, control or legal ownership

[SOURCE: Adapted from ISO 16175-2:2011(E), 3]

3.5   Terms relating to the concept of records controls

3.5.1
access and permission rules
rules identifying rights, restrictions and permissions on *access* (3.4.1) applicable to *records* (3.2.10) and *records systems* (3.6.4)

3.5.2
business classification scheme
tool for linking *records* (3.2.10) to the context of their creation

[SOURCE: ISO 15489-1:2016, 3.4]

3.5.3
description rules
documented conventions, guidelines or principles governing the source, structure, semantic and syntax of the *information* (3.2.7) constituting a *description* (3.4.6) of archival materials

3.5.4
disposition authority
instrument that defines the *disposition (3.4.8)* actions that are authorized or required for specified *records* (3.2.10)

[SOURCE: Adapted from ISO 15489-1:2016, 3.9]

3.5.5
metadata schema
logical plan showing the relationships between metadata elements, normally through establishing rules for the use and management of metadata specifically as regards the semantics, the syntax and the optionality (obligation level) of values

[SOURCE: ISO 23081-1:2017, 3.10]

3.5.6
records control
instrument for helping in the conduct of *records processes* (3.4.13)

Note 1 to entry: Examples of records controls include metadata schemas for records, classification schemes, access and permission rules, and disposition authorities

[SOURCE: Adapted from ISO 15469-1:2016, 8]

3.6   Terms relating to the concept of system and records system

3.6.1
information system
system (3.6.5) that processes, provides and distributes *information* (3.2.7) together with associated organizational resources

[SOURCE: Adapted from ISO/IEC 20944-1:2013, 3.6.1.9]

3.6.2
management system
set of interrelated or interacting elements of an *organization* (3.1.19) to establish policies and *objectives* (3.1.18), and processes to achieve those *objectives* (3.1.18)

Note 1 to entry: A management system can address a single discipline or several disciplines.

Note 2 to entry: The system elements include the organization's structure, roles and responsibilities, planning, operation, etc.

Note 3 to entry: The scope of a management system may include the whole of the organization, specific and identified functions of the organization, specific and identified sections of the organization, or one or more functions across a group of organizations.

[SOURCE: Appendix 2 of Annex SL of ISO Directives Part 1, 3.4]

3.6.3
management system for records
management system (3.6.2) to govern records (3.2.10)

[SOURCE: Adapted from ISO 16175-2:2011(E), 3]

3.6.4
records system
information system (3.6.1)that manages *records* (3.2.10) over time

[SOURCE: Adapted from ISO 15489-1:2016, 3.16]

3.6.5
system
set of interrelated or interacting elements

[SOURCE: ISO 9000:2015, definition 3.5.1]

Annex A
(informative)

Concept diagrams

A.1 General

Concepts are not independent of one another. An analysis of the relationships among concepts within the field of records management and their arrangement into a concept system is a prerequisite of a coherent vocabulary.

Such an analysis was carried out in the development of the vocabulary defined in this International Standard. Since the concept diagrams used during the development process might be helpful for a better understanding of the vocabulary relationships, they are provided in this Annex.

A.2 Concept relationships and their graphical representation

There are three forms of concept relationships used in this Annex:

a) Associative (with arrow). Associative relations are non-hierarchical. An associative relation exists when a thematic connection can be established between concepts by virtue of experience (ISO 704:2009, 5.5.3).

b) Partitive (without arrow). Partitive relations are hierarchical. A partitive relation is said to exist when the superordinate concept represents a whole, while the subordinate concepts represent parts of that whole. The parts come together to form the whole (ISO 704:2009, 5.5.2.3.1)

c) Generic (without arrow). Generic relations are hierarchical. A generic relation exists between two concepts when the intension of the subordinate concept includes the intension of the superordinate concept plus at least one additional delimiting characteristic (ISO 704:2009, 5.5.2.2.1)

A.3 Concept diagrams

The figures show the concept diagrams representing the concept systems that have been assumed as the basis for the development of this vocabulary on records management. . The first figure is the overarching diagram showing relationships among the main concepts. The other figures show the concept diagrams of the main concepts.

The concepts diagrams are presented without any definitions or notes associated to the terms. Refer to Clause 3 for the definitions and further information on the concepts.
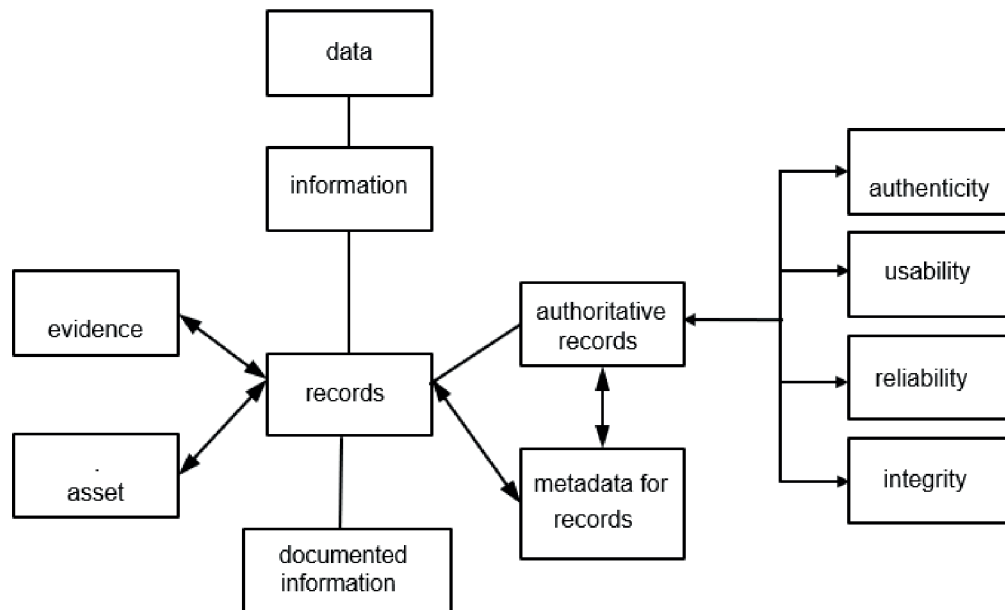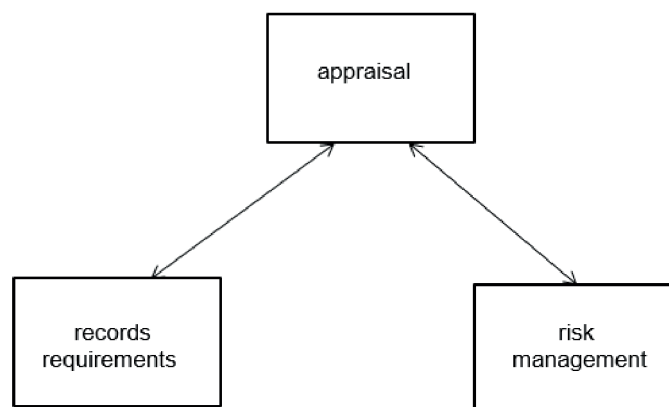
A.3.1 Core concepts diagram
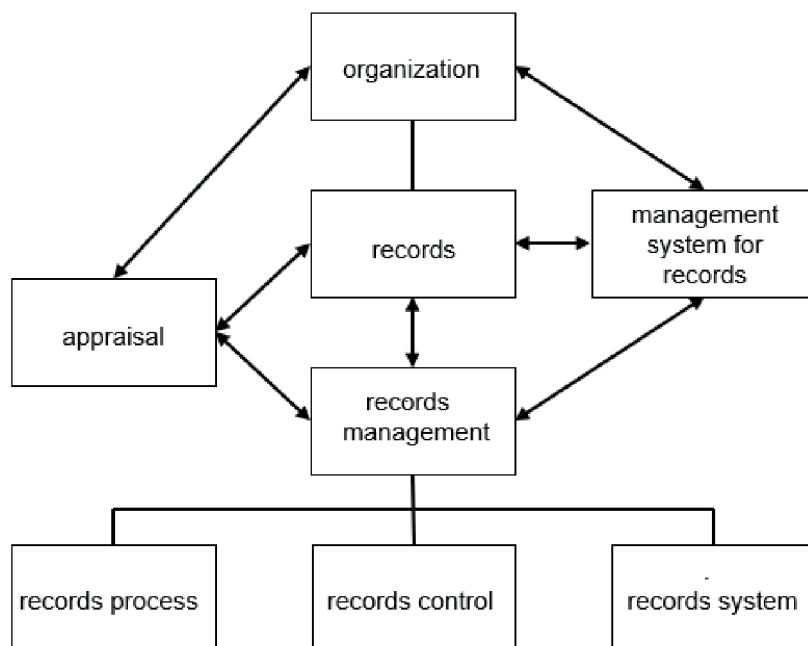
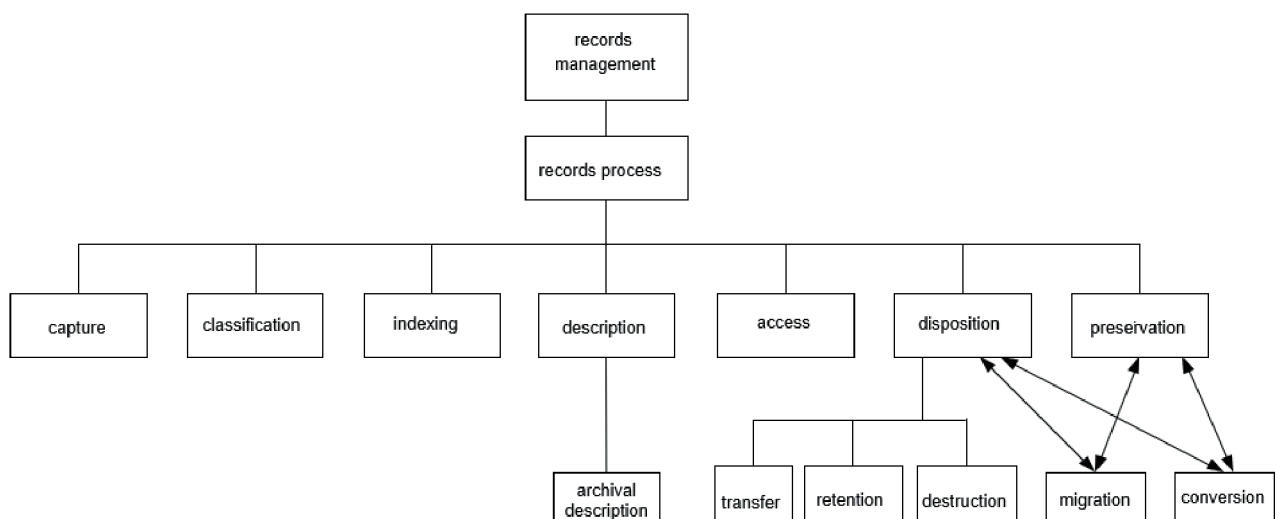## A.3.2 Concepts relating to organization
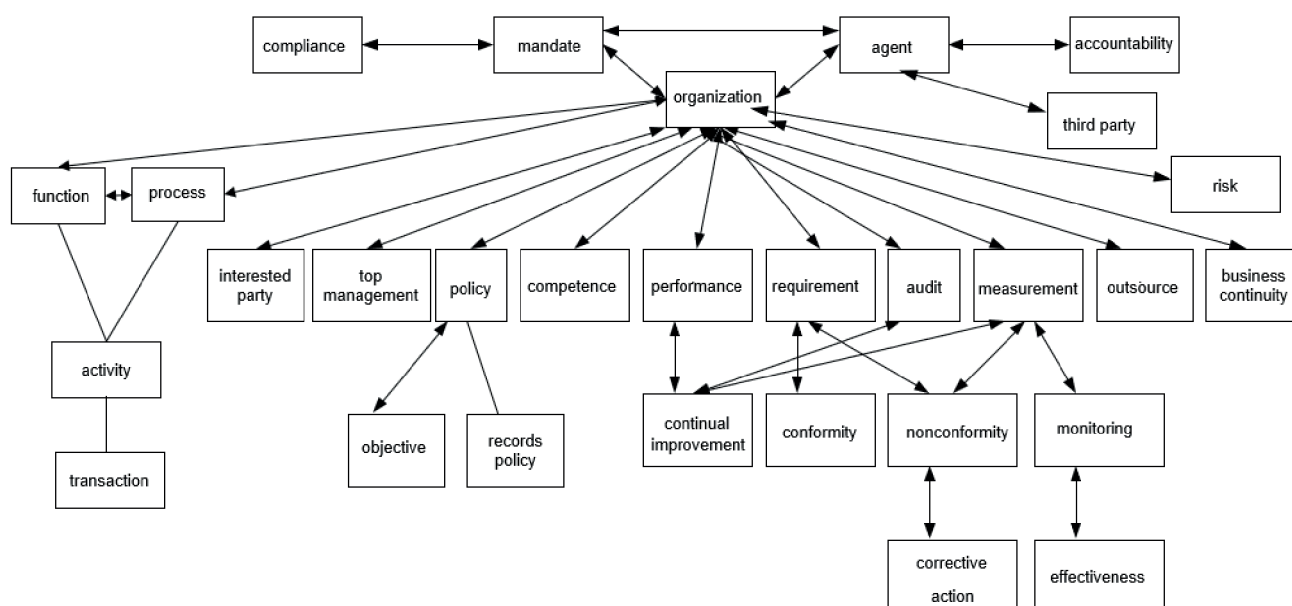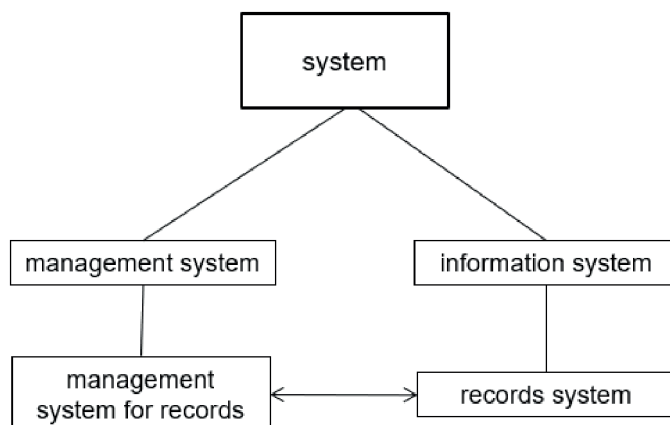
A.3.3 Concepts relating to records

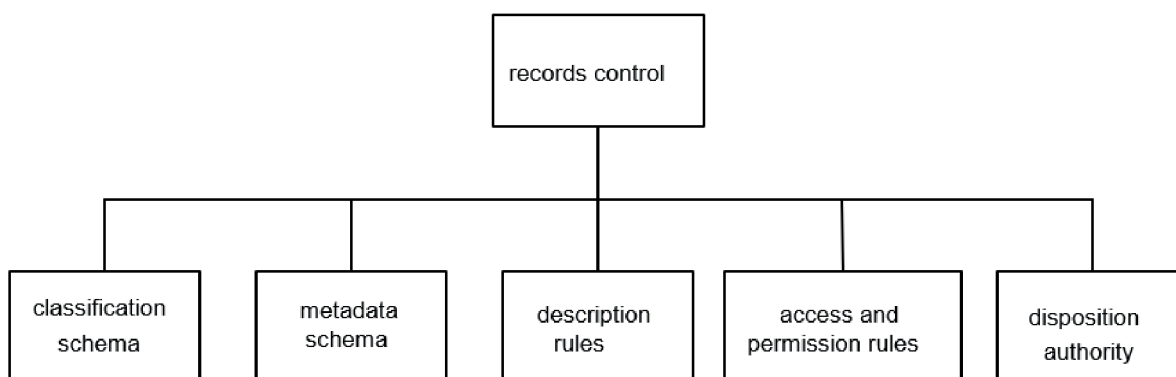### A.3.4 Concepts relating to appraisal

A.3.5 Concepts relating records management and process

A.3.6   Concepts relating MSR and records system

A.3.7   Concepts relating records controls

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