
**Information and documentation —
Records management —**

**Part 1:
Concepts and principles**

*Information et documentation — Gestion des documents d'activité —
Partie 1: Concepts et principes*



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Foreword

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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]