

AENOR has just published a CD containing a list of UNE-ISO standards (in Spanish) grouped under the title ["Gestión de documentos en el entorno digital"](#) . The publication includes 16 standards and an introduction:

The selection includes the first two products of **ISO 30300** series of standards **Management system for records,**

published at the end of 2011, which pose for the first time the consideration of records in the methodology of "management systems

"initiated with the ISO 9000 series of standards.

These normas assume the strategic level of the ISO standards and are complementary with other standards dealing with operational and technical aspects, and also include this CD selection.

The CD also includes the two parts of the **ISO 15489**, the foundational standard TC46/SC11 Archives / Records Management. Publish
ed internationally in 2001, presents the best practices in records management.

The three parts of the **UNE-ISO 23081**, they develop in great detail an essential aspect of the management of electronic records divided into General (Part 1), Practical aspects of implementation (part 2) and providing a compliance assessment tool (part 3)

The latter presents a completed worksheet which creates self-assessment reports.

Closely related to the previous one, but developed by the Technical Subcommittee TC 46/SC 4 interoperability, -**ISO 15836 Information and documentation. Dublin Core metadata**

elements, having a basic level of descriptive elements applicable to any electronic resource.

The technical report **ISO/TR 13028:2011**, is keenly concerned with all aspects to consider in implementing digitization processes for documents originally born in paper.

For the implementation of any management solution is necessary documents and evidence from a thorough analysis of work processes. Technical Report **ISO/TR 26122** published in 2008 provides us with the tools and techniques necessary to perform this analysis.

The treatment of electronic documents from the point of view of information technology is represented by the choice of three texts from the TC 171 Document management applications:

- **ISO/TR 15801** which offer solutions to ensure the reliability of the scanned images.
- **ISO/TR 18492** Long-term preservation of document-based information, which shows some guidelines for long-term preservation of electronic documents.
- **UNE-ISO 19005- PDF (A) format**

Finally, include the three parts of the **-ISO 16175**. These standards define the functional requirements of the software used to manage electronic records: Overview (Part One), software functionality specific to electronic document & records management systems (part two) and functionality that should incorporate business systems producing records (Part 3).

These standards were drafted and developed entirely by the International Council on Archives, who presented to ISO for adoption.