

*Milic F. Petrovic*

*International Standard on Records Management - ISO 15489/I-II*

*Summary*

ISO 15489 is the international standard on records management which provides guidelines for the documents management, from the creation of a document throughout its life cycle. The general principles are given in the first part of ISO 15489, while the second part provides the guidelines for the best practices which are designed to assist institutions and corporate bodies to improve their management of records and information, and especially to harmonize this area with ISO 9001 and ISO 14001. This standard is not to be applied to the documents transferred to archives. The introduction of the international standard in record-keeping considerably promotes the role of the archival institutions in the electronic surrounding and creation and preservation of the electronic documents. When it comes to the issue of authenticity of the electronic document it still remains to be solved. Until this problem is legally solved, the documents saved in electronic formats can be used as long as they are not to be submitted as evidence in court. The application of ISO 15489 requires the adoption of a national legislation, trained personnel and adequate equipment. This standard calls all relevant authorities: legislative, record creators and archives to jointly address it, the sooner the better.