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# Information and documentation — Principles and functional requirements for records in electronic office environments —

## Part 1: Overview and statement of principles

*Information et documentation — Principes et exigences fonctionnelles  
pour les enregistrements dans les environnements électroniques de  
bureau —*

*Partie 1: Aperçu et déclaration de principes*



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## Foreword

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ISO 16175-1 was prepared by the International Council on Archives (as International Council on Archives and the Australasian Digital Recordkeeping Initiative *Principles and Functional Requirements for Records in Electronic Office Environments — Module 1: Overview and Statement of Principles*) and was adopted, under a special “fast-track procedure”, by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 11, *Archives/records management*, in parallel with its approval by the ISO member bodies.

ISO 16175 consists of the following parts, under the general title *Information and documentation — Principles and functional requirements for records in electronic office environments*:

- *Part 1: Overview and statement of principles*
- *Part 2: Guidelines and functional requirements for records in electronic office environments*
- *Part 3: Guidelines and functional requirements for records in business systems*

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Principles and functional requirements for  
records in digital office environments

## Module 1

# Overview and statement of principles



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