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

### **Part 3: Guidelines and functional requirements for records in business systems**

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

*Partie 3: Lignes directrices et exigences fonctionnelles pour les  
enregistrements dans les systèmes d'entreprise*



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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 main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

ISO 16175-3 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 3

## Guidelines and functional requirements for records in business systems



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