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Records and information management — Migration of authoritative data, information and records between systems



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- Australian Industry Group
- Australian Society of Archivists
- Court Services Victoria
- Monash University
- National Archives of Australia
- Public Record Office Victoria
- Queensland State Archives
- Records and Information Management Practitioners Alliance
- State Records Authority NSW
- Territory Records Office (ACT)
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How to read this Standard

This page explains the meaning of the language and structure of this Standard.

Refer to Standards Australia's Standardisation Guide 006 for more details about drafting rules.

Australian and Australian/New Zealand Standards are voluntary unless they are referenced in legislation or called up in contracts.

Requirements

To conform to a Standard, all requirements in the Standard need to be met.

A requirement is any statement in the Standard which uses the word "shall".

Recommendations, permissions and possibilities

The following words are commonly used in Standards, but statements using them do not have to be followed to conform to the Standard:

(a) "should" means that something is recommended.

(b) "may" means that something is permitted.

(c) "can" means that something is possible.

Structure of Standards

A Standard always has the following parts:

(i) The Preface states who developed the Standard, what the Standard is aiming to do, and how it relates to other documents.

(ii) The Scope states what the Standard is about, what it covers and what it does not cover.

(iii) The Normative references clause lists other documents that are referenced in the Standard as part of requirements.

(iv) The Terms and definitions clause defines important terms to help with understanding the Standard.

A Standard may also include other parts, such as the following:

(1) A normative appendix sets additional requirements that need to be conformed to.

(2) An informative appendix provides additional information or guidance. An informative appendix provides additional information or guidance. They usually do not contain requirements. If an informative appendix does contain requirements, the Standard will explain when those requirements apply.

(3) A Bibliography lists documents referenced in the Standard but not as part of requirements.

Many Standards include notes. Notes provide recommendations and/or guidance only. They never contain requirements.

Preface

This document was prepared by the Australian members of the Joint Standards Australia/Standards New Zealand Committee IT-021, Records and Document Management Systems.

The objective of this document is to provide requirements, specifications and guidance on the migration of authoritative data, information and records between systems.

The terms “normative” and “informative” are used in Standards to define the application of the appendices to which they apply. A “normative” appendix is an integral part of a Standard, whereas an “informative” appendix is only for information and guidance.

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Introduction

In the new business era of advanced digital transformation, executives should understand the role of data and information across their enterprise and the mechanisms and processes in place to manage and leverage the business value of records, as specified in AS/NZS ISO 30300, AS/NZS ISO 30301 and AS/NZS ISO 30302.

It is also important for executives to have a thorough understanding of the roles and relationships that are required between the business, risk and compliance, human resources, and information technology, and the standards and processes that need to be put in place to establish and maintain their compliance obligations.

Digital transformation is rapidly evolving through the use of new, fast, and frequently changing digital technology to solve business problems. This is driving a convergence of structured records (traditionally stored in core business applications) and unstructured records (inputs or outputs of a business process, traditionally stored on network drives, emails and in content management systems).

Organizations use a range of terms to refer to the creation and maintenance of business information as evidence of business activities and business transactions. “Records management” and “recordkeeping” are terms most commonly used. Other organizations use terms such as “data management” or “information management”. And some organizations use a combination of these terms thinking they are different. In this document, the term “records”, as defined in AS ISO 15489.1, is used.

Organizations should develop migration strategies that enable full and accurate records to be migrated from one system to another or from one organization to another. Importantly, all records migrations should capture adequate evidence to prove the successful migration of the records.

Records migration is not only an activity carried out due to system changes (e.g. software upgrades, system to system, new process/function system activity, etc.), but is also fundamental to many major organizational changes (e.g. mergers, acquisitions, devolutions, business process reengineering, etc.).

Organizations should ensure that processes and functional requirements for software for managing records (refer to AS ISO 16175.1 and SA/SNZ TS ISO 16175.2) are understood and inform records migration processes. Recognizing and understanding the inherent risks that any migration activity presents is critical to maintaining trustworthy records that provide evidence of business activities and transactions when required.

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