**ISO 15489 - 1: 2016 – Records Management**

* **International Standard Definitions of Records Management and Records**

Records management is “the field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including the processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records" (ISO 15489-1:2016).

Records are defined as “information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business” (ISO 15489-1:2016).