

IT-021 Records and Documents Management Systems Committee Seminar



IT-021 Records and Documents Management Systems
Committee Seminar

Presenters:

Judith Ellis

Anne Picot

Cathy Ashton

Topics:

- Relationships between ISO/TC 46/SC 11 Archives/record management and IT-021 Records and Document Management Systems committees in standardisation
- Records management
 - AS ISO 15489-1:2002 General
 - AS ISO 15489-2:2002 Guidelines
- ISO 15489-1 and ISO/TR 15489-2 Revisions
- HB 5031-2011 Records Classification
- Information and documentation—Management systems for recordkeeping
- Certification, Q & A on Management System Standards
- Information and documentation - Records management processes- Metadata for records
- AS NZS ISO 13028-2012 Implementation guidelines for digitization of records
- Information and documentation—Principles and functional requirements for records in electronic office environments
- SA SNZ TR ISO 26122-2012 Information and documentation—Work process analysis for recordkeeping
- AS NZS 1015-2011 Records management—Physical storage
- Future publications on IT-021 Work programme

Records and Information Management

Professionals CPD Points = 0

Event details

Date: 20 March 2014

Time: 8.30am to 4.30pm

Where: Art Gallery of WA Theatre

Registrations close: 15 March 2014

Cost (incl GST)

Records and Information Management
Professionals Australasia Members

MRIM/FRIM \$179

ARIM \$189

Individual/Corporate \$199

Non Members

ASA/IIM Members \$230

Others \$299

Includes: Morning Tea, Bus, etc

Sponsors

State Records Office WA
Information Proficiency

Please return to: Fax: Australia 1800 333 802 or email: wendy.morris@rimpa.com.au
Leave credit card details blank if you intend to pay upon receipt of invoice

REGISTRATION



Name: _____

Company: _____

Address: _____

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Dietary Requirements: _____

Association & Member No.: _____

Card Number (VISA/MC): _____ Expiry: _____

Security Code: _____ Cardholder: _____ Signature: _____

IT-021 Records and Documents Management Systems Committee Seminar

Perth, Thursday 20 March 2014 – 9:00 AM

Venue:

Art Gallery of WA Theatre

Program:

Time	Subject	Speaker
8.45am	Arrival	
9:00 – 9:15am	Introduction	<i>Lisa Read White</i> <i>Cathrin Cassarchis</i>
9:15 – 9:45am	Relationships between ISO/TC 46/SC 11 Archives/record management and IT-021 Records and Document Management Systems committees in standardisation	<i>Judith Ellis</i>
9.45 – 10.30am	Records management <ul style="list-style-type: none"> ➤ AS ISO 15489-1:2002 General ➤ AS ISO 15489-2:2002 Guidelines ISO 15489-1 and ISO/TR 15489-2 Revisions	<i>Anne Picot</i>
10:30 – 11.00am	HB 5031-2011 Records Classification	<i>Cathy Ashton</i>
11.00 – 11.20am	Coffee Break	
11.20 – 12.00pm	Information and documentation—Management systems for recordkeeping <ul style="list-style-type: none"> ➤ AS NZS ISO 30300-2012—Fundamentals and vocabulary ➤ AS NZS ISO 30301-2012—Requirements Certification, Q & A on Management System Standards	<i>Judith Ellis</i>
12.00 – 12:45pm	Information and documentation - Records management processes- Metadata for records <ul style="list-style-type: none"> ➤ AS ISO 23081.1-2006 Part 1: Principles ➤ AS NZS ISO 23081.2 -2007 Part 2: Conceptual and implementation issues ➤ AS NSZ ISO 23081.3 - 2012 Part 3: Self-assessment method 	<i>Anne Picot</i>
12:45 – 1:30pm	Lunch Break	
1:30 – 2:00pm	AS NZS ISO 13028-2012 Implementation guidelines for digitization of records	<i>Cathy Ashton</i>
2:00 – 2:45pm	Information and documentation—Principles and functional requirements for records in electronic office environments <ul style="list-style-type: none"> ➤ AS NZS ISO 16175.1-2012 Overview and statement of principles ➤ SA NZS TR ISO 16175.2-2012 Guidelines and functional requirements for digital records management systems ➤ SA NZS TR ISO 16175.3-2012 Guidelines and functional requirements for records in business systems 	<i>Judith Ellis</i>
2.45 – 3:15pm	SA SNZ TR ISO 26122-2012 Information and documentation—Work process analysis for recordkeeping	<i>Anne Picot</i>

3:15 – 3.30pm	Coffee Break	
3.30 – 4:00pm	AS NZS 1015-2011 Records management—Physical storage	<i>Cathy Ashton</i>
4:00 – 4:30pm	Future publications on IT-021 Work programme	<i>Judith Ellis, Cathy Ashton & Anne Picot</i>
4.30pm	Wrap-up	<i>Lisa Read White</i>



Registration Terms & Conditions

All registrations for Records and Information Management Professionals Australasia events are made subject to the terms and conditions of Records and Information Management Professionals Australasia as set out below:

Payment Terms

Online Registration: Payment is required upon registration.

For invoices: Payment is required within 30 days of the registration being received. Invoices will be sent electronically upon registration being received.

All invoices which remain outstanding after the 30 day payment term will be referred to a debt collection agency and all fees associated with collection of the debt will be added to the outstanding invoice total.

Methods of Payment

Payments are accepted in Australian dollars and include 10% GST. New Zealand based events are payable in New Zealand dollars and do not attract any GST

Cheques should be made payable to Records and Information Management Professionals Australasia and sent to Records and Information Management Professionals Australasia, PO Box 276, St Helens, TAS Australia 7216. Payments can also be made by EFT and credit card (Visa/Mastercard). Payment "at the door" is not accepted.

Registration Fee

The registration fee covers attendance at all sessions, refreshments, any event documentation on the day, enrolment fee and Statement of Attainment / Qualification Certificates. Please note that any registrations accepted after the RSVP date will attract a 15% surcharge. Attendees who fail to pre-register for an event but show up on the day may be turned away, however in the event they are admitted, a 50% surcharge will apply.

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Cancellations received in writing at least 10 days prior to the first day of the event will be refunded in full less an administration charge of 20%

Notice of cancellation must be received in writing and submitted by emailing wendy.morris@rimpa.com.au

We recommend using a method of recorded delivery to ensure notice of cancellation is received.

Should you need to cancel your registration less than 10 days before the first day of the event, the registration fee remains payable in its entirety although a substitution will be accepted.

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Substitutions and Name Changes

Substitutions are acceptable at any time. If you have registered as a member, but need to substitute with a non-member, the difference will be invoiced. To inform us of a name change, please email wendy.morris@rimpa.com.au We regret that we are not able to transfer places between conferences or events.

Indemnity

It may be necessary for reasons beyond the control of the organisers to alter the venue, content or the timing of the programme. We will endeavour to keep you abreast of such changes but any reasonable change to the event format will not constitute a reason to refund the event fee. Should the event be postponed, we will endeavour to reschedule the event. If, for reasons beyond the control of Record and Information Professionals Australasia, an event is cancelled, a full refund will be made. We are not liable to pay any incurred costs resulting from any postponement or cancellation.

Security

Records and Information Management Professionals Australasia is committed to ensuring that the submission of sensitive information, such as credit card details, is safe and secure. We employ reputable and reliable service providers to ensure such information is protected. All information we hold is kept secure with access limited to personnel charged with the processing of such data. All personal data is gathered and processed in line with the Data Protection Act and Records and Information Management Professionals Australasia privacy policy

FAX TO: 1800-333-802 OR EMAIL wendy.morris@rimpa.com.au