**Records Management Standards**

1. **US DOD 5015.2 STD:** Is a certification and technical requirement for recordkeeping software. It is a defacto standard from 1997 that requires a lot of functionality built into a records management software in order to become certified. It has become a design criterion for electronic records management software applications. Microsoft’s Sharepoint incorporates 79 of these requirements into is software.

**US DOD 5015.2 STD Electronic Records Management Software Applications Design Criteria Standard**

<http://www.dtic.mil/whs/directives/corres/pdf/501502std.pdf>

1. **ISO 15489:** Is a standard that defines the field of records management and defines what a record is.

* **Part 1:** Is a high level framework for recordkeeping and explains the benefits of good records management, the legal considerations and the importance of designating someone responsible for recordkeeping at an institution. Other sections within this part include designing recordkeeping systems, records management processes, auditing and training.
* **Part 2:** Are guidelines for putting Part 1 into practice. It provides details on developing polices, roles and responsibilities, and recordkeeping systems.

**International Standard ISO 15489-1**

<http://www.javeriana.edu.co/archivo/07_eventos/preservaciondigital/memorias/index_archivos/norma/iso_15489-1.pdf>

1. **ARMA International GARP Generally Accepted Recordkeeping Principles**

<http://www.arma.org/garp/ThePrinciplesMaturityModel.pdf>