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**Information and documentation —  
Records management — Core concepts  
and vocabulary**

*Information et documentation — Systèmes de gestion des documents  
d'activité — Principes essentiels et vocabulaire*

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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 procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see [www.iso.org/directives](http://www.iso.org/directives)).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see [www.iso.org/patents](http://www.iso.org/patents)).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see [www.iso.org/iso/foreword.html](http://www.iso.org/iso/foreword.html).

This document was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 11, *Archives/records management*.

This second edition cancels and replaces the first edition (ISO 30300:2011), which has been technically revised.

The main changes compared to the previous edition is as follows.

- The scope has been broadened beyond the series of standards on Management Systems for Records as it contains the definitions corresponding to the core concepts stated in all the updated products of ISO/TC 46/SC 11.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at [www.iso.org/members.html](http://www.iso.org/members.html).

# Introduction

## 0.1 General

A vocabulary is a “terminological dictionary that contains designations and definitions from one or more domains or subjects” (see ISO 1087:2019, 3.7.5). This document provides a vocabulary for the subject field of records management. It defines core concepts to provide a common understanding of the records management domain within the ISO/TC 46/SC 11 standards.

Clear, consistent and coherent standards need clear, consistent and coherent terminology. This document follows rules and guidelines provided by ISO/TC 37<sup>1)</sup> to build terminology standards. Readers unfamiliar with terminology work would benefit from an understanding of ISO 704.

This document is intended to provide ISO/TC 46/SC 11 standards developers with the most relevant definitions related to the concepts used in the records management domain. It is also expected that this document will be used by standards users and any interested party to clearly understand records management concepts represented by consistent terms and definitions.

Terms and definitions in this document have been developed within a concept system. A concept is a unit of knowledge created by a unique combination of characteristics. Concepts are arranged in concept systems according to the relationships among them. Concept systems are graphically represented by concept diagrams. A concept in a specific domain is represented by a term. Concepts are not necessarily bound to particular languages. They are, however, influenced by the social or cultural background which often leads to different categorizations. This document facilitates consistent understanding beyond languages and cultural practices by illustrating core concepts about records management used in ISO/TC 46/SC 11 standards and the relationships among those concepts in the core concept diagrams in [Annex A](#). The concepts identified in the field of records management and expressed in the diagrams in [Annex A](#) are ordered in [Clause 3](#) grouping by concepts diagrams. [Figure 1](#) shows the overview diagram with the correspondent subclauses both in [Annex A](#) and in [Clause 3](#).

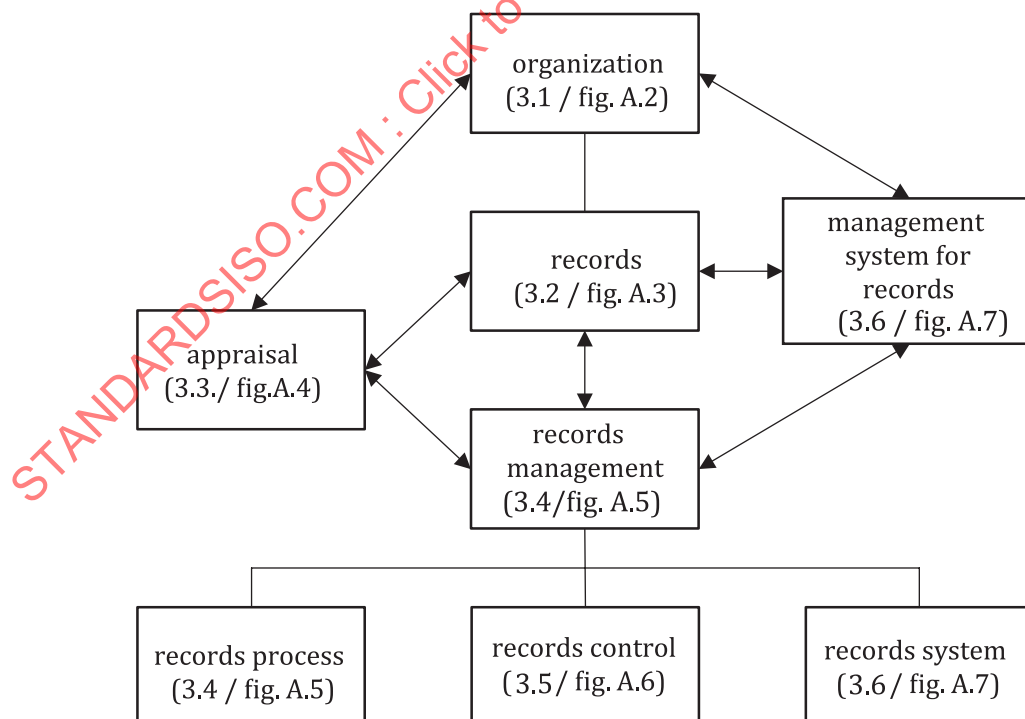


**Figure 1 — Overall diagram showing core concepts, their relationships and mapping terms in [Clause 3](#) and [Annex A](#)**

1) ISO/TC 37, *Language and terminology*.

NOTE The meaning of forms used for the concept's relationships are explained in [A.2](#).

For facilitating search for a particular term, an alphabetical index is included at the end of this document.

## 0.2 Background

The terms and definitions in this document are based on the concept system of ISO 30300:2011 with new concepts added from ISO 15489-1. This document is also the vocabulary standard for the ISO series Management Systems for Records. Therefore, it includes all core terms and definitions for management systems from Appendix 2 of ISO/IEC Directives, Part 1:2019, Annex L<sup>[13]</sup>. In addition, this document includes any terms and definitions that are relevant to core concepts of the records management domain used in TC 46/SC 11 standards.

This document is not intended as a comprehensive vocabulary of all terms used in the records management domain, not even in all ISO/TC 46/SC 11 standards.

## 0.3 How to apply terms and definitions of this document

The terms and definitions in this document are adopted in any revision of the existing ISO/TC 46/SC 11 standards. During the period before a complete revision cycle of all ISO/TC 46/SC 11 standards, definitions in this document take precedence when a duplicate or conflicting definition exists in another ISO/TC 46/SC 11 standard.

When developing a new product or revising an existing one, additional terms and definitions may be added to that product when necessary. New notes on existing terms may also be added to the product to serve a specific purpose or explanation. In both cases, definitions are included in the Clause 3 of the standard in question in addition to the reference to ISO 30300.

In the future revisions of this document, new terms and definitions included in ISO/TC 46/SC 11 standards are to be considered for inclusion.

# Information and documentation — Records management — Core concepts and vocabulary

## 1 Scope

This document contains terms and definitions that are relevant to the core concepts of the records management domain. It does not limit the definition of new terms in ISO/TC 46/SC 11 standards.

## 2 Normative references

There are no normative references in this document.

## 3 Terms and definitions

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

- ISO Online browsing platform: available at <https://www.iso.org/obp>
- IEC Electropedia: available at <http://www.electropedia.org/>

### 3.1 Terms relating to the concept of organization

#### 3.1.1

##### **accountability**

condition where an *organization* (3.1.19) is answerable to its governing bodies, legal authorities, and more broadly, its other *stakeholders* (3.1.13) regarding its decisions and activities

[SOURCE: ISO 26000:2010, 2.1, modified — Replaced “state” by “condition” and rephrased for better understanding.]

#### 3.1.2

##### **activity**

task performed by an *organization* (3.1.19)

#### 3.1.3

##### **agent**

person or group of people responsible for, or involved in *records processes* (3.4.13)

Note 1 to entry: A technological tool such as a software application can be considered an agent when substituting for individuals or workgroups if the tool routinely perform records processes.

#### 3.1.4

##### **audit**

systematic, independent and documented *process* (3.1.23) for obtaining audit *evidence* (3.2.6) and evaluating it objectively to determine the extent to which the audit criteria are fulfilled

Note 1 to entry: An audit can be an internal audit (first party) or an external audit (second party or third party), and it also can be a combined audit (combining two or more disciplines).

Note 2 to entry: An internal audit is conducted by the organization itself, or by an external party on its behalf.

Note 3 to entry: “Audit evidence” and “audit criteria” are defined in ISO 19011.

Note 4 to entry: This term is part of the high level structure’s core terms and definitions for management systems stated in ISO/IEC Directives, Part 1:2019, Annex L.

### 3.1.5

#### **business continuity**

capability of an *organization* (3.1.19) to continue delivery of products or services within acceptable time frames at predefined capacity during a disruption

[SOURCE: ISO 22301:2019, 3.3]

### 3.1.6

#### **competence**

ability to apply knowledge and skills to achieve intended results

Note 1 to entry: This term is part of the high level structure's core terms and definitions for management systems stated in ISO/IEC Directives, Part 1:2019, Annex L.

### 3.1.7

#### **compliance**

meeting the *mandate* (3.1.14) of the *organization* (3.1.19)

Note 1 to entry: This includes obligations set by internal policies and decisions and/or external laws, regulations, standards and agreements.

[SOURCE: ISO 19600:2014 3.17, modified — In the definition “all the organization's compliance obligations” has been change to “the mandate of the organization”.]

### 3.1.8

#### **conformity**

fulfilment of a *requirement* (3.1.25)

Note 1 to entry: This term is part of the high level structure's core terms and definitions for management systems stated in ISO/IEC Directives, Part 1:2019, Annex L.

### 3.1.9

#### **continual improvement**

recurring *activity* (3.1.2) to enhance *performance* (3.1.21)

Note 1 to entry: This term is part of the high level structure's core terms and definitions for management systems stated in ISO/IEC Directives, Part 1:2019, Annex L.

### 3.1.10

#### **corrective action**

action to eliminate the cause of a *nonconformity* (3.1.17) and to prevent recurrence

Note 1 to entry: This term is part of the high level structure's core terms and definitions for management systems stated in ISO/IEC Directives, Part 1:2019, Annex L.

### 3.1.11

#### **effectiveness**

extent to which planned *activities* (3.1.2) are realized and planned results achieved

Note 1 to entry: This term is part of the high level structure's core terms and definitions for management systems stated in ISO/IEC Directives, Part 1:2019, Annex L.

### 3.1.12

#### **function**

group of *activities* (3.1.2) aimed at achieving one or more goals of an *organization* (3.1.19)

**3.1.13****interested party** (preferred term)

stakeholder (admitted term)

person or *organization* (3.1.19) that can affect, be affected by, or perceive itself to be affected by a decision or *activity* (3.1.2)

Note 1 to entry: This term is part of the high level structure's core terms and definitions for management systems stated in ISO/IEC Directives, Part 1:2019, Annex L.

**3.1.14****mandate**

legal, regulatory or business rules governing the *organization* (3.1.19)

Note 1 to entry: to entry. In the records management field, mandates affect the records processes.

**3.1.15****measurement**

*process* (3.1.23) to determine a value

Note 1 to entry: This term is part of the high level structure's core terms and definitions for management systems stated in ISO/IEC Directives, Part 1:2019, Annex L.

**3.1.16****monitoring**

determining the status of a *system* (3.6.5), a *process* (3.1.23) or an *activity* (3.1.2)

Note 1 to entry: To determine the status, there may be a need to check, supervise or critically observe.

Note 2 to entry: This term is part of the high level structure's core terms and definitions for management systems stated in ISO/IEC Directives, Part 1:2019, Annex L.

**3.1.17****nonconformity**

non-fulfilment of a *requirement* (3.1.25)

Note 1 to entry: This term is part of the high level structure's core terms and definitions for management systems stated in ISO/IEC Directives, Part 1:2019, Annex L.

**3.1.18****objective**

result to be achieved

Note 1 to entry: An objective can be strategic, tactical, or operational.

Note 2 to entry: Objectives can relate to different disciplines (such as financial, health and safety, and environmental goals) and can apply at different levels (such as strategic, organization-wide, project, product and process).

Note 3 to entry: An objective can be expressed in other ways, e.g. as an intended outcome, a purpose, an operational criterion, as a records objective, or by the use of other words with similar meaning (e.g. aim, goal, or target).

Note 4 to entry: In the context of management systems for records, records objectives are set by the organization, consistent with the records policy, to achieve specific results.

Note 5 to entry: This term is part of the high level structure's core terms and definitions for management systems stated in ISO/IEC Directives, Part 1:2019, Annex L.

### 3.1.19

#### **organization**

person or group of people that has its own functions with responsibilities, authorities and relationships to achieve its *objectives* ([3.1.18](#))

Note 1 to entry: The concept of organization includes, but is not limited to sole trader, company, corporation, firm, enterprise, authority, partnership, charity or institution, or part or combination thereof, whether incorporated or not, public or private.

Note 2 to entry: The concepts also include different parts working together with common objectives.

Note 3 to entry: This term is part of the high level structure's core terms and definitions for management systems stated in ISO/IEC Directives, Part 1:2019, Annex L.

### 3.1.20

#### **outsource**

to make an arrangement where an external *organization* ([3.1.19](#)) performs part of an organization's *function* ([3.1.12](#)) or *process* ([3.1.23](#))

Note 1 to entry: An external organization is outside the scope of the management system, although the outsourced function or process is within the scope.

Note 2 to entry: This term is part of the high level structure's core terms and definitions for management systems stated in ISO/IEC Directives, Part 1:2019, Annex L.

### 3.1.21

#### **performance**

measurable result

Note 1 to entry: Performance can relate either to quantitative or qualitative findings.

Note 2 to entry: Performance can relate to the management of activities, processes, products (including services), systems or organizations.

Note 3 to entry: This term is part of the high level structure's core terms and definitions for management systems stated in the ISO Directives, Part 1:2019, L3.1.22.

### 3.1.22

#### **policy**

intentions and direction of an *organization* ([3.1.19](#)), as formally expressed by its *top management* ([3.1.27](#))

Note 1 to entry: This term is part of the high level structure's core terms and definitions for management systems stated in ISO/IEC Directives, Part 1:2019, Annex L.

### 3.1.23

#### **process**

set of interrelated or interacting activities which transforms inputs into outputs

Note 1 to entry: This term is part of the high level structure's core terms and definitions for management systems stated in ISO/IEC Directives, Part 1:2019, Annex L.

### 3.1.24

#### **records policy**

intentions and direction of an *organization* ([3.1.19](#)) in relation to *records* ([3.2.10](#))

Note 1 to entry: A records policy in management systems for records (MSR) is a unique declaration of intention normally in a short statement formally expressed by the top management.

Note 2 to entry: Records policy can be used in plural to designate documentation covering technical aspects, set of rules and principles for the creation, capture and management of records.

**3.1.25****requirement**

need or expectation that is stated, generally implied or obligatory

Note 1 to entry: "Generally implied" means that it is custom or common practice for the organization and interested parties that the need or expectation under consideration is implied.

Note 2 to entry: A specified requirement is one that is stated, for example in documented information.

Note 3 to entry: This term is part of the high level structure's core terms and definitions for management systems stated in ISO/IEC Directives, Part 1:2019, Annex L.

**3.1.26****risk**

effect of uncertainty on *objectives* ([3.1.18](#))

Note 1 to entry: An effect is a deviation from the expected. It can be positive, negative or both, and can address, create or result in opportunities and threats.

Note 2 to entry: Uncertainty is the state, even partial, of deficiency of information related to, understanding or knowledge of, an event, its consequence, or likelihood.

Note 3 to entry: Objectives can have different aspects and categories, and can be applied at different levels.

Note 4 to entry: Risk is usually expressed in terms of risk sources, potential events, their consequences and their likelihood.

Note 5 to entry: In the high level structure's core terms and definitions for management systems stated in ISO/IEC Directives, Part 1:2019, Annex L, the definition of risk and the Notes to entry are slightly different.

[SOURCE: ISO 31000:2018 3.1, modified — A new Note 2 to entry about uncertainty has been added and subsequent Notes to entry have been renumbered.]

**3.1.27****top management**

person or group of people who directs and controls an *organization* ([3.1.19](#)) at the highest level

Note 1 to entry: Top management has the power to delegate authority and provide resources within the organization.

Note 2 to entry: If the scope of the management system covers only part of an organization, then top management refers to those who direct and control that part of the organization.

Note 3 to entry: This term is part of the high level structure's core terms and definitions for management systems stated in ISO/IEC Directives, Part 1:2019, Annex L.

**3.1.28****third party**

person or body that is recognized as being independent of the *organizations* ([3.1.19](#)) involved, as concerns the issue in question

**3.1.29****transaction**

smallest unit of an *activity* ([3.1.2](#)) consisting of an exchange between two or more participants or systems

**3.2 Terms relating to the concept of records****3.2.1****asset**

item, thing or entity that has potential or actual value

EXAMPLE Examples of assets include information, software, computers, services, people, competences, skills, experience, reputation and image.

Note 1 to entry: Through time, the asset may have a different value to the organization.

[SOURCE: ISO 55000:2014, 3.2.1, modified — “to an organization” and Note to entry have been deleted; Examples and a new Note to entry have been added.]

## 3.2.2

### **authenticity**

quality of a *record* (3.2.10) that can be proven to be what it purports to be, to have been created or sent by the *agent* (3.1.3) purported to have created or sent it, and to have been created or sent when purported

## 3.2.3

### **authoritative record**

*record* (3.2.10) which possess the characteristics of *authenticity* (3.2.2), *reliability* (3.2.11), *integrity* (3.2.8) and *useability* (3.2.12)

## 3.2.4

### **data**

set of characters or symbols to which meaning is or could be assigned

## 3.2.5

### **documented information**

*information* (3.2.7) required to be controlled and maintained by an *organization* (3.1.19) and the medium on which it is contained

Note 1 to entry: From a records management viewpoint, documented information is a type of record. It is created and named as documented information when any management system standard is implemented by an organization.

Note 2 to entry: Documented information refers to the information required to be controlled and maintained by the organization when implementing a management system. It can refer to:

- the management system, including related processes;
- information created in order for the organization to operate;
- evidence of results achieved.

Note 3 to entry: Documented information can be in any format and media, and from any source.

Note 4 to entry: This term is part of the high level structure's core terms and definitions for management systems stated in ISO/IEC Directives, Part 1:2019, Annex L. Note 1 to entry has been included and consequently other Notes to entry renumbered. Note 2 to entry has been modified including “to the information required to be controlled and maintained by the organization when implementing a management system”.

## 3.2.6

### **evidence**

*information* (3.2.7) that could be used either by itself or in conjunction with other information, to establish proof about an event or action

Note 1 to entry: Evidence can be shown to be inviolate and complete. It is not limited to the legal sense of the term.

## 3.2.7

### **information**

*data* (3.2.4) in context with a particular meaning

## 3.2.8

### **integrity**

quality of being complete and unaltered

**3.2.9****metadata for records**

structured or semi-structured *information* (3.2.7), which enables the *records processes* (3.4.13) through time and within and across *organizations* (3.1.19)

**3.2.10****record**

information created or received and maintained as *evidence* (3.2.6) and as an *asset* (3.2.1) by an *organization* (3.1.19), in pursuit of legal obligations or in the course of conducting business

Note 1 to entry: to entry; Records are normally used in plural.

Note 2 to entry: In a management system standard (MSS) implementation, the records created to conduct and direct the management system and to document its implementation are called documented information.

**3.2.11****reliability**

quality of a *record* (3.2.10) that can be proven to be complete and accurate

**3.2.12****useability** (preferred term)

usability (admitted term)

property of being able to be located, retrieved, presented and understood

Note 1 to entry: Useability may also refer to the extent to which a system, product, or service can be used by specified users to achieve specified goals with effectiveness, efficiency, and satisfaction in a specified context of use.

**3.3 Terms relating to the concept of appraisal****3.3.1****appraisal**

analysis and evaluation of business *functions* (3.1.12) and *processes* (3.1.23), business context and *risk* (3.1.26) to determine *records requirements* (3.3.2)

Note 1 to entry: The concept of appraisal as defined here is meant to include both records appraisal, which relates to the creation/capture and active and semi-active phases of records management, and archival appraisal which addresses final disposition. Importantly, appraisal is used to identify retention requirements, create disposition authorities, and identify records which have potential to form part of the archival heritage.

Note 2 to entry: Appraisal is a recurrent process within an organization.

**3.3.2****records requirement**

*requirement* (3.1.25) for *evidence* (3.2.6) of a business *function* (3.1.12), *activity* (3.1.2) or *transaction* (3.1.29) and for *records processes* (3.4.13) including how, and how long, *records* (3.2.10) need to be kept

**3.3.3****risk management**

coordinated activities to direct and control an *organization* (3.1.19) with regard to *risk* (3.1.25)

[SOURCE: ISO 31000:2018, 3.2.]

**3.4 Terms relating to the concepts of records management and records processes****3.4.1****access control**

determining the behaviour or supervising the use of records through *access and permission rules* (3.5.1)

### 3.4.2

#### **archival description**

capturing, collating, analysing, and organizing *information* (3.2.7) that identifies, manages, locates, and interprets archival materials and their context

[SOURCE: ISO 5127:2017, 3.7.2.07, modified — Shortened in words keeping the meaning.]

### 3.4.3

#### **capture**

deliberate action that results in the registration of a *record* (3.2.10) into a *records system* (3.6.4)

[SOURCE: ISO/TS 22220:2011, 3.1, modified — “record keeping system” has been replaced by “records system”.]

### 3.4.4

#### **classification**

systematic arrangement of *records* (3.2.10) or business *activities* (3.1.2) into categories according to methods, procedures or conventions represented in a scheme

### 3.4.5

#### **conversion**

changing *records* (3.2.10) from one format to another

### 3.4.6

#### **description**

creation of a representation of an object and its component parts

### 3.4.7

#### **destruction**

eliminating or deleting a *record* (3.2.10), beyond any possible reconstruction

### 3.4.8

#### **disposition**

range of *records processes* (3.4.13) associated with implementing *records* (3.2.10) *retention* (3.4.14), *destruction* (3.4.7) or *transfer* (3.4.15) decisions which are documented in *disposition authorities* (3.5.4) or other instruments

### 3.4.9

#### **indexing**

allocating index terms to *records* (3.2.10) based on analysis of the *records* (3.2.10)

Note 1 to entry: Indexing can be carried out by humans or by automated means.

### 3.4.10

#### **migration**

moving *records* (3.2.10) from one hardware or software configuration to another

### 3.4.11

#### **preservation**

measures taken to maintain the *useability* (3.2.12), *authenticity* (3.2.2), *reliability* (3.2.11) and *integrity* (3.2.8) of *records* (3.2.10) over time

Note 1 to entry: Measures include principles, policies, rules, strategies, processes and operations.

### 3.4.12

**records management** (preferred term)

recordkeeping (admitted term)

field responsible for the efficient and systematic governance of *records* (3.2.10), using *records processes* (3.4.13), *records controls* (3.5.6) and *records systems* (3.6.4)

**3.4.13****records process**

set of activities for managing *authoritative records* (3.2.3)

**3.4.14****retention**

keeping a *record* (3.2.10) according to *records requirements* (3.3.2)

**3.4.15****transfer**

moving of the custody of *records* (3.2.10) from one *organization* (3.1.19) to another, which may or may not involve change of location, control or legal ownership

**3.5 Terms relating to the concept of records control****3.5.1****access and permission rule**

rule identifying rights, restrictions and permissions on *access* applicable to *records* (3.2.10) and *records systems* (3.6.4)

**3.5.2****business classification scheme**

tool for linking *records* (3.2.10) to the context of their creation

**3.5.3****description rule**

documented conventions, guidelines or principles governing the source, structure, semantics and syntax of the *information* (3.2.7) constituting an archival *description* (3.4.2)

**3.5.4****disposition authority**

instrument that defines the *disposition* (3.4.8) actions that are authorized or required for specified *records* (3.2.10)

**3.5.5****metadata schema**

logical plan for *metadata for records* (3.2.9) showing the relationships between elements, establishing rules for semantics, the syntax and the optionality (obligation level) of values

**3.5.6****records control**

instrument for helping in the conduct of *records processes* (3.4.13)

EXAMPLE Examples of records controls include *metadata schemas* (3.5.5) for records, *business classification schemes* (3.5.2), *access and permission rules* (3.5.1), and *disposition authorities* (3.5.4).

**3.6 Terms relating to the concept of system and records system****3.6.1****information system**

*system* (3.6.5) that processes, provides and distributes *information* (3.2.7) together with associated organizational resources

[SOURCE: ISO/IEC 20944-1:2013, 3.6.1.9, modified — Substituting “information processing system” for “system that process” and rephrased for better understanding.]

### 3.6.2

#### **management system**

set of interrelated or interacting elements of an *organization* ([3.1.19](#)) to establish policies and *objectives* ([3.1.18](#)), and processes to achieve those *objectives* ([3.1.18](#))

Note 1 to entry: A management system can address a single discipline or several disciplines.

Note 2 to entry: The system elements include the organization's structure, roles and responsibilities, planning, operation, etc.

Note 3 to entry: The scope of a management system may include the whole of the organization, specific and identified functions of the organization, specific and identified sections of the organization, or one or more functions across a group of organizations.

Note 4 to entry: This term is part of the high level structure's core terms and definitions for management systems stated in ISO/IEC Directives, Part 1:2019, Annex L.

### 3.6.3

#### **management system for records**

*management system* ([3.6.2](#)) to govern *records* ([3.2.10](#))

### 3.6.4

#### **records system**

*information system* ([3.6.1](#)) that manages *records* ([3.2.10](#)) over time

### 3.6.5

#### **system**

set of interrelated or interacting elements

[SOURCE: ISO 9000:2015, 3.5.1]

## Annex A (informative)

### Concept diagrams

#### A.1 General

Concepts are not independent of one another. An analysis of the relationships among concepts within the field of records management and their arrangement into a concept system is a prerequisite of a coherent vocabulary.

Such an analysis was carried out in the development of the vocabulary defined in this document. Since the concept diagrams used during the development process might be helpful for a better understanding of the vocabulary relationships, they are provided in this annex.

#### A.2 Concept relationships and their graphical representation

There are three forms of concept relationships used in this annex.

- a) Associative (with arrow). Associative relations are non-hierarchical. An associative relation exists when a thematic connection can be established between concepts by virtue of experience (see ISO 704:2009, 5.5.3).
- b) Partitive (without arrow). Partitive relations are hierarchical. A partitive relation is said to exist when the superordinate concept represents a whole, while the subordinate concepts represent parts of that whole. The parts come together to form the whole (see ISO 704:2009, 5.5.2.3.1).
- c) Generic (without arrow). Generic relations are hierarchical. A generic relation exists between two concepts when the intension of the subordinate concept includes the intension of the superordinate concept plus at least one additional delimiting characteristic (see ISO 704:2009, 5.5.2.2.1).

#### A.3 Concept diagrams

[Figures A.1](#) to [A.7](#) show the concept diagrams representing the concept systems that have been assumed as the basis for the development of this vocabulary on records management. [Figure A.1](#) is the overarching diagram showing relationships among the main concepts. [Figures A.2](#) to [A.7](#) show the concept diagrams of the main concepts.

The concepts diagrams are presented without any definitions or notes associated to the terms. Refer to [Clause 3](#) for the definitions and further information on the concepts.

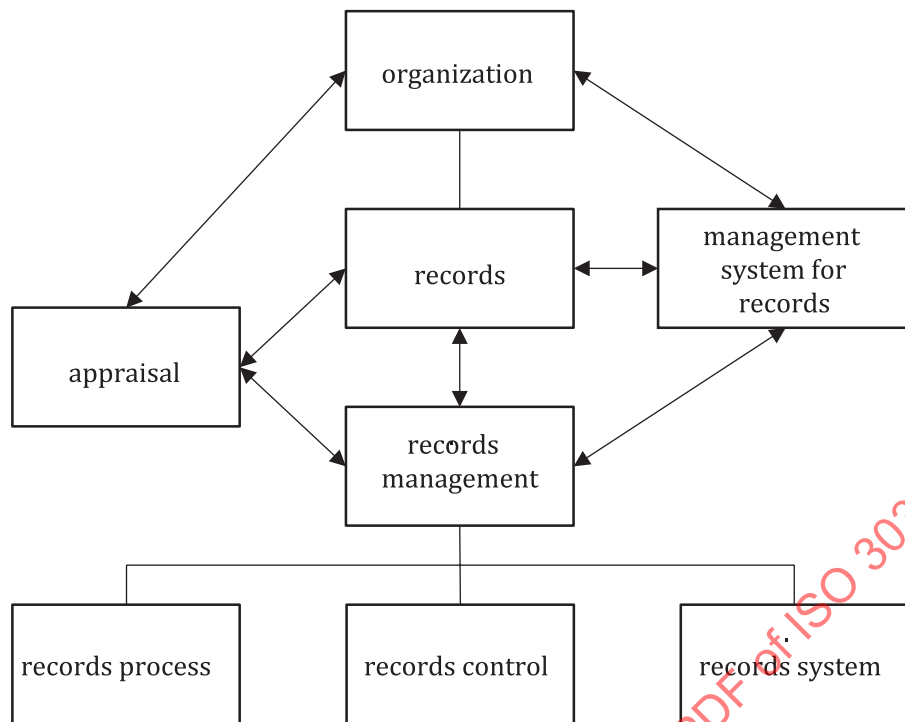


Figure A.1 — Core concepts diagram

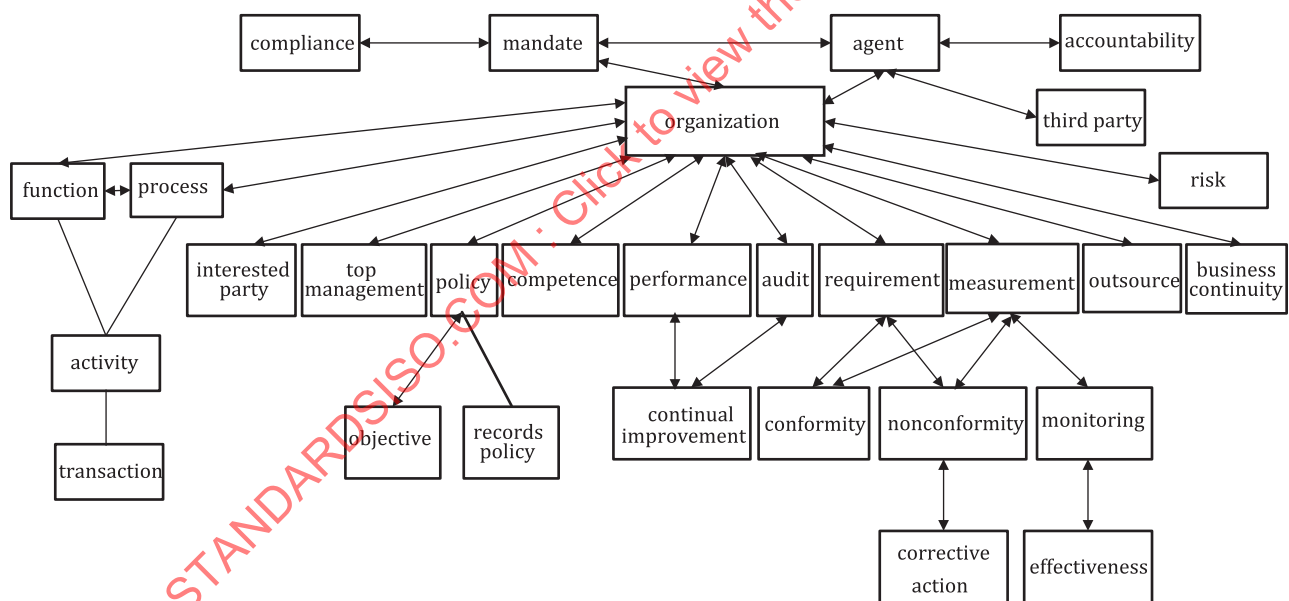


Figure A.2 — Concepts relating to organization

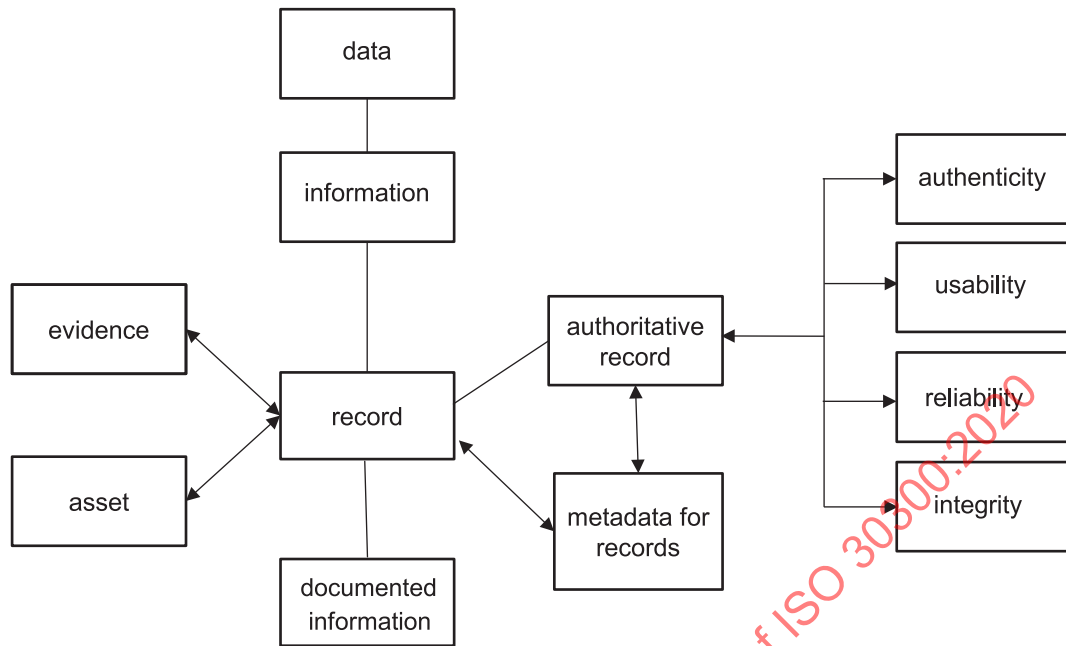


Figure A.3 — Concepts relating to records

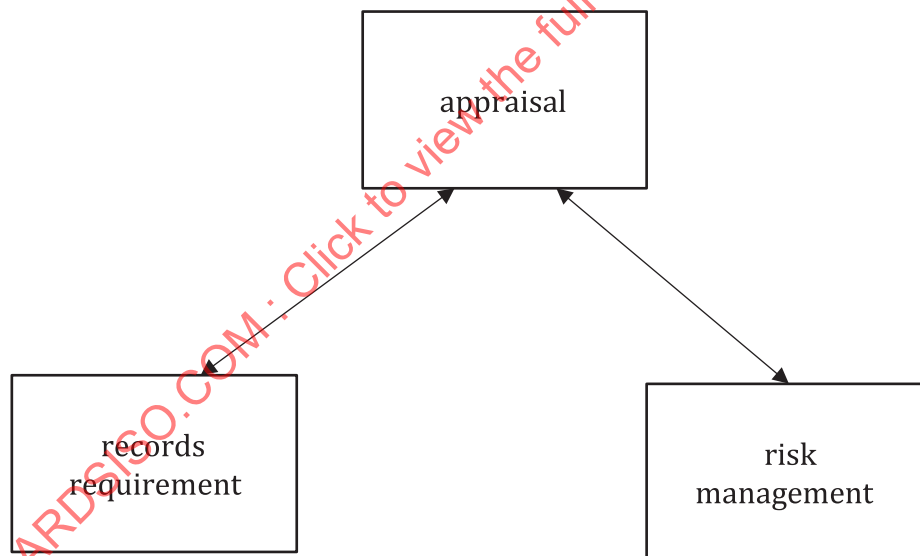


Figure A.4 — Concepts relating to appraisal