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Why you need Electronic Document & Records Management Systems.....

Standards

- ISO 15489 Records management by IT/21 (Standards Australia)
- ISO9000 Quality certification compliance
- ISO 2788:1986 Guidelines for the establishment and development of monolingual thesauri
- ISO TC 46 SC11 Archives/Records Management
- ISO/TC171/SC2N450 - ISO/DTR 22957 Document management - Analysis, selection, and implementation of Electronic Document Management Systems (EDMS)
- ISO/TC171/SC2N451 - ISO/CD 12029 Electronic imaging – Forms design optimization for electronic image management
- W3C Web content accessibility & Mobile Web Best Practices a Candidate Recommendation
- AS 5037-2005 Knowledge management
- AS17799 s. 9 – Information Technology Code of Practice for Information Security Management - design and use of access controls & digital signatures
- AS17799 - section 8.7.4 security risks and guidelines for items to be included in an email management policy
- Australian Government Locator Service/Dublin core metadata

Regulations

- Disposal schedules
- National Archives Australia (2006). Functional requirements for Electronic Records Management Software
- International Model requirements for the management of electronic records (MorEq)
- Policy and procedures identified by Archives as delegated by the relevant Act
- Designing and Implementing Recordkeeping Systems (DIRKS)
- Codes of ethics – NSW Professional Conduct regulation
- VERS toolkit
- Private sector Privacy Codes
- Litigation plan
- US Department of Defence (DOD) Directive 5015.2

Common law

- Evidence Act 2004 (NT)
- Commonwealth Evidence Act 1995
- Archives Act 1983
- Legal Deposit
- Sarbanes Oxley 2002
- Tax Ruling TR 2004/D23
- Electronic Transactions Act 1999 (Commonwealth)
- Corporations Act
- Income Tax Assessment Act 1936
- Crimes (Document Destruction) Act 2006
- Information Act
- Freedom of Information
- Copyright
- Privacy Act 1988 (Cth)

Case law

- Consistency of behaviour – policy and procedures