

How Normal is Normalisation

by

Hans Waalwijk

What will pass.

- Reasons for a new norm in the Netherlands
- Relation with existing norms and standards
- Specifications for RM-software vs RM-functionality
- Background of ReMANO and *Core model*
- Dutch initiatives vs MoReq
- Dutch norm NEN 2082 on RM-functionality

A new norm in the Netherlands

- Need for a norm on RM-functionality
- No need for a norm on RM-software (RMA / RMS)
- Due to incorporation of RM-functionality in business applications

Relation with existing norms and standards

- *Specifications for Records management functionality within software based on:*
- *Software specifications for RMA for Dutch public administration (ReMANO)*
- *Specifications for DM, RM, WfM-system (Core Model).*

- ReMANO / Core Model based on MoReq/

Specifications for RM-software vs RM-functionality

Specs for software

- Demands how software works
- Incl. non-RM-function.
- Dedicated application

Specs for functionality

- Demands how functionality is inc.
- Excl. non-RM-function.
- Dedicated application
- Embedded functionality in business-applications

NEN 2082 compatible with ISO

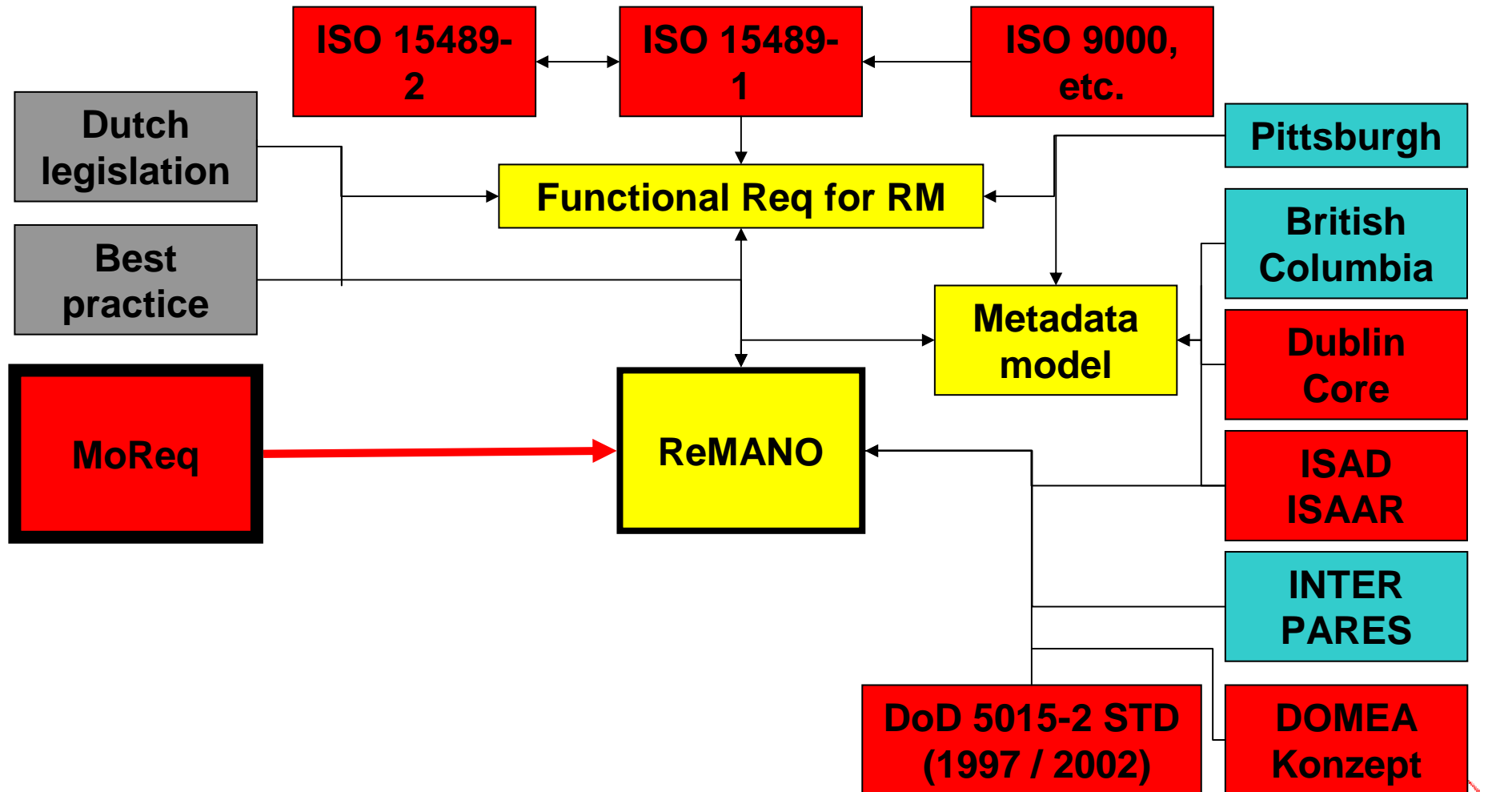
- ISO 15489 on design and implement systems so they meet the operational needs of the organization and accord with the regulatory environment.
- Draft international standard ISO/DIS 22310 “requirements for records/documents management in standards”.

Background of ReMANO and the *Core Model*

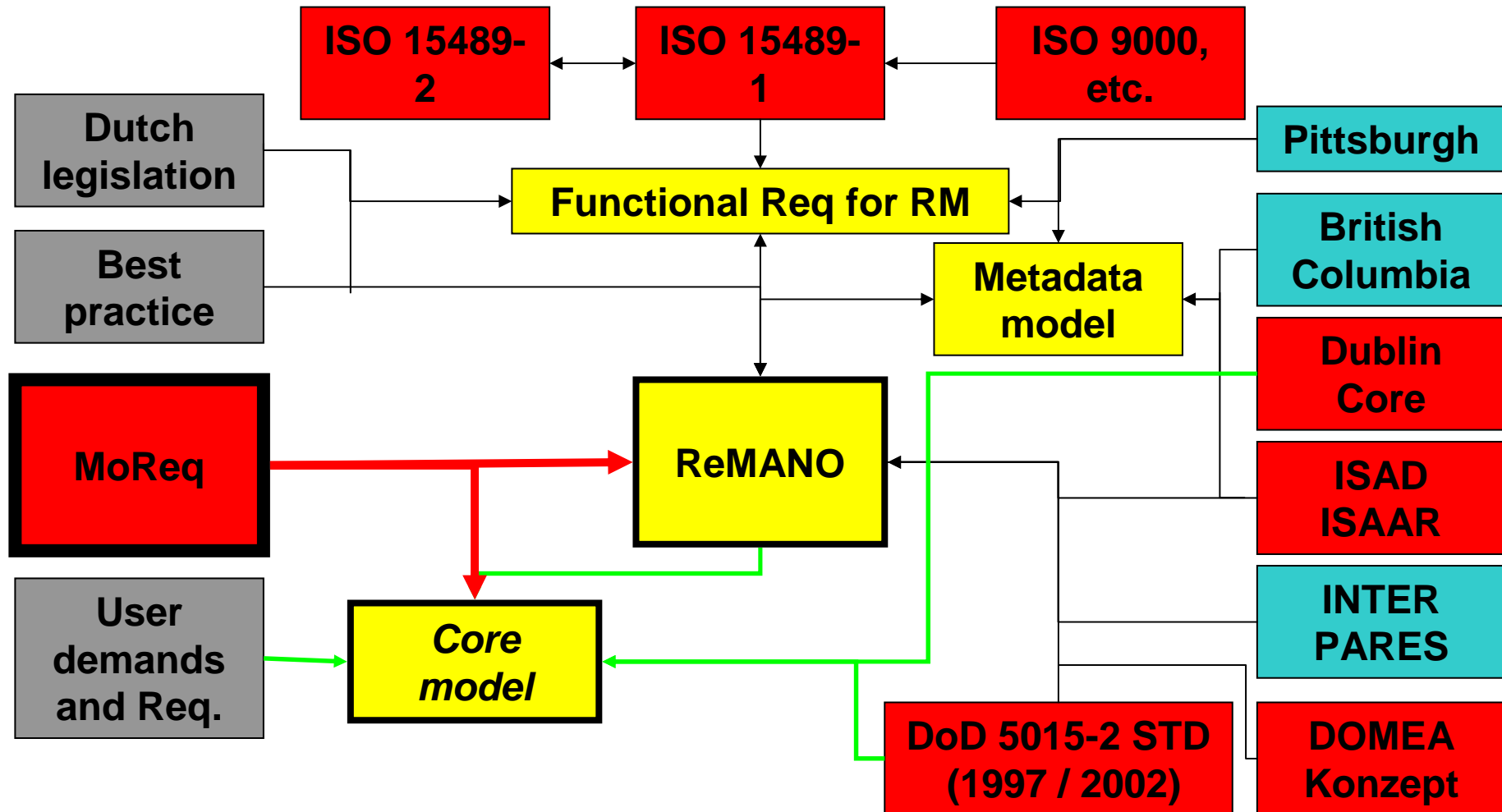
- Initiated by Ministry of the Interior and Kingdom Relations
- After Dutch translation of ISO-15489-1
- Relation with Functional Requirements for records and archives management
- Scope: RMA
- Initiated by Ministry of the Interior and Kingdom Relations
- After release of ReMANO
- Relation with ReMANO, Moreq
- For choosing the right DMS, RMS, WfMS

Need for an answer on DoD 5015.2-STD,
Adoption and incorporation MoReq while
being the best alternative

ReMANO and existing norms



Core Model and existing norms



ReMANO & *Core Model*

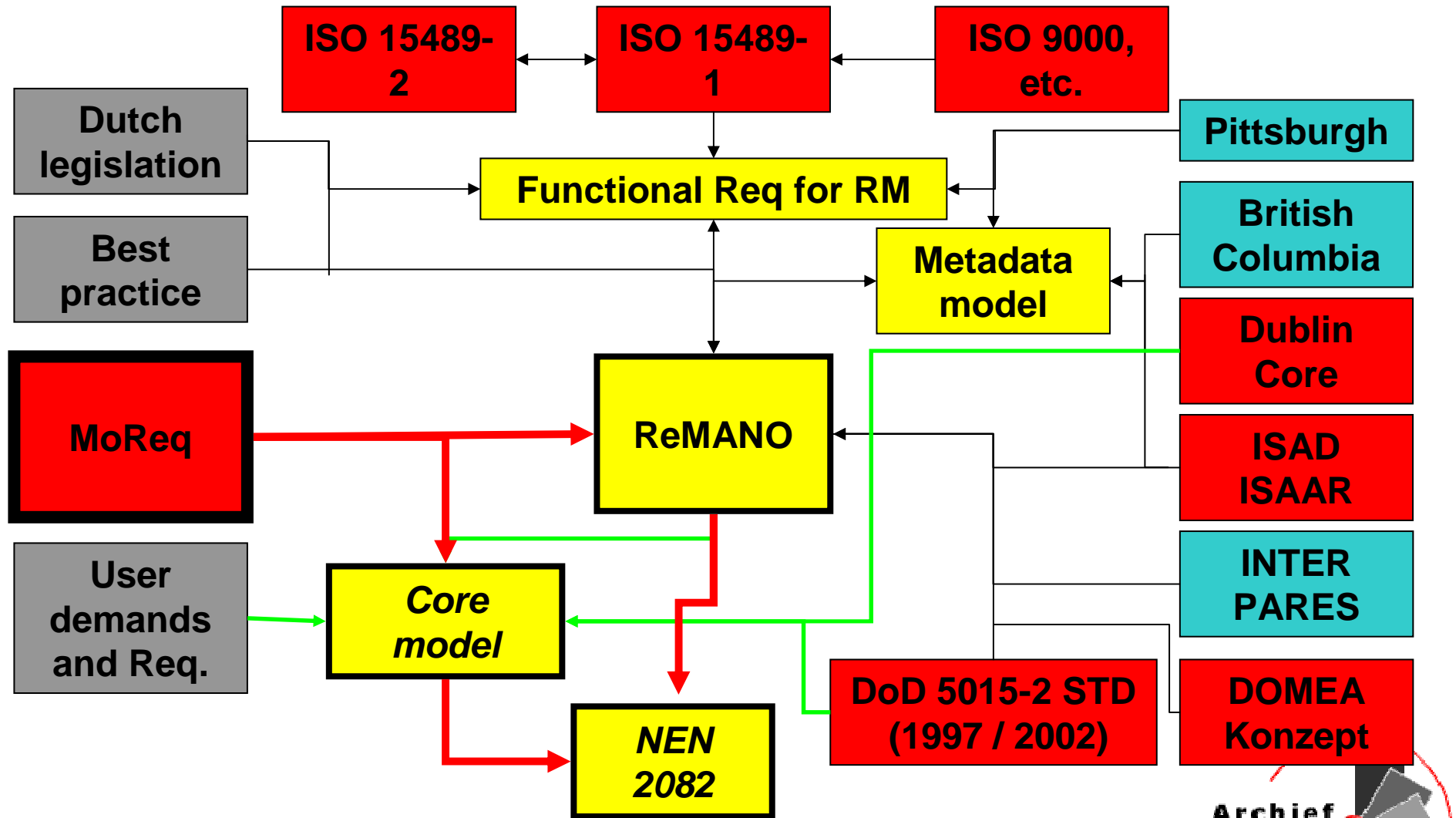
vs MoReq

- Electronic management of records
 - Focuses on Electronic and Non-electronic records
 - Dutch legal and best practice context
- Management of electronic records
 - Focuses on Electronic records mainly
 - European or no specific legal or best practice context

Dutch norm NEN 2082 on RM- functionality

- Bring together RMA-users and RMA-developers;
- Develop a tool for exchange of data between different RMA's of different users;
- Standardise specifications for RM functionalities in Business-applications and RMA's;
- Map RM-functionalities for Dutch organisations

NEN 2082 and existing norms



How Normal then, is Normalisation

- **It is a wise thing to do**
 - if you designate specific goals
 - If non existing norm meets these goals
- **ISO-lation is no problem** (draft ISO 22310 req. for records/documents in standards)
 - even if it cross-reflects with other initiatives