



MALAYSIAN STANDARD

MS ISO 11799:2011

INFORMATION AND DOCUMENTATION - DOCUMENT STORAGE REQUIREMENTS FOR ARCHIVE AND LIBRARY MATERIALS (ISO 11799:2003 (2008), IDT)

ICS: 01.140.20

Descriptors: information, document storage, archive, library materials

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Committee representation

The Industry Standards Committee on Organisational Management (ISC O) under whose authority this Malaysian Standard was adopted, comprises representatives from the following organisations:

Department of Occupational Safety and Health Malaysia
Department of Standards Malaysia
Federation of Public Listed Companies
Jabatan Kebajikan Masyarakat Malaysia
Malaysian Association of Standards Users
Malaysian Institute of Corporate Governance
Malaysian International Chamber of Commerce and Industry
Ministry of Domestic Trade, Co-operatives and Consumerism
Ministry of International Trade and Industry
National Archives of Malaysia
Petroleum Nasional Berhad
Securities Commission
SIRIM Berhad (Secretariat)
Social Welfare Department of Malaysia
Telekom Malaysia Berhad

The Technical Committee on Record Management which recommended the adoption of the ISO Standard as Malaysian Standard consists of representatives from the following organisations:

Bank Negara Malaysia
Datarunding Sdn Bhd
Malaysian Administrative, Modernisation and Management Planning Unit
National Archives of Malaysia (Government Record Management Division)
National Archives of Malaysia (Planning and Coordination Division)
Petroleum Nasional Berhad
Prime Minister's Department
Public Service Department of Malaysia
SIRIM Berhad (Secretariat)
Universiti Kebangsaan Malaysia
Universiti Teknologi MARA
Versapac Sdn Bhd

Co-opted member:

Jabatan Bomba dan Penyelamat Malaysia

NATIONAL FOREWORD

The adoption of the ISO Standard as a Malaysian Standard was recommended by the Technical Committee on Record Management under the authority of the Industry Standards Committee on Organisational Management.

This Malaysian Standard is identical with ISO 11799:2003 (2008), *Information and documentation - Document storage requirements for archive and library materials*, published by the International Organization for Standardization (ISO). However, for the purposes of this Malaysian Standard, the following apply:

- a) in the source text, "this International Standard" should read "this Malaysian Standard";
- b) the comma which is used as a decimal sign (if any), to read as a point;
- c) in clause 3.1, velium was added as further example and 'audiovisual recordings' was replaced with 'audiovisual materials'; and
- d) in bibliography, the statement 'or Malaysian Standards equivalent' under references [3] and [4] was included.

Compliance with a Malaysian Standard does not of itself confer immunity from legal obligations.

NOTE. IDT on the front cover indicates an identical standard i.e. a standard where the technical content, structure, and wording (or is an identical translation) of a Malaysian Standard is exactly the same as in an International Standard or is identical in technical content and structure although it may contain the minimal editorial changes specified in clause 4.2 of ISO/IEC Guide 21-1.