



MALAYSIAN STANDARD

MS 2473:2012

**Information and documentation -
Implementation guidelines for digitisation of
records (ISO/TR 13025:2010)**

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Committee representation

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

Department of Occupational Safety and Health Malaysia
Department of Standards Malaysia
Federation of Public Listed Companies
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
PETROLIAM NASIONAL BERHAD (Group Sustainable Development Department)
Securities Commission
SIRIM Berhad (Secretariat)
Social Welfare Department of Malaysia
Telekom Malaysia Berhad

The Technical Committee on Record Management which developed this Malaysian Standard consists of representatives from the following organisations:

Bank Negara Malaysia
Chief Government Security Office, Prime Minister's Department
Datarunding Sdn Bhd
Malaysian Administrative, Modernisation and Management Planning Unit
National Archives of Malaysia (Government Record Management Division)
National Archives of Malaysia (Quality Management and Standards Policy Division)
PETRONAS, Petroleum Resource Centre
Public Service Department of Malaysia
SIRIM Berhad (Secretariat)
Universiti Kebangsaan Malaysia
Universiti Teknologi MARA

Co-opted members:

Department of National Library
National Film Department of Malaysia

FOREWORD

This Malaysian Standard was developed by the Technical Committee on Record Management under the authority of the Industry Standards Committee on Organisational Management.

This Malaysian Standard is technically identical with ISO/TR 13028:2010, *Information and documentation - Implementation guidelines for digitisation of records*, published by the International Organisation for Standardisation (ISO).

This Malaysian Standard has been redrafted in order to provide a structure consistent with that of other Malaysian Standards.

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