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*The Application of the ISO 15489 International Standard
(Document Management) in Slovenia*

Summary

The International ISO 15489 Standard (Document Management) has been in application in Slovenia since 2001 in all regulations regulating administrative business (office business and archiving) in the public administration, in new archival regulations, as well as in numerous laws in other fields and bylaws that in any way determine the administration of specific administrative, business, technical, educational, health related, human resources, accountancy, tax and other documentation. This particularly refers to regulations regulating electronic business management, electronic signatures and electronic storing of documents in digital form. These regulations have imported the basic principles and procedures of safe, reliable and authentic electronic business management and archiving directly from the ISO 15489 standard. The Decree On Administrative Business Management of 2005, the Law on Electronic Business Management and Electronic Signature of 2000 and three archival regulations of 2006: the Law on the Protection of Documentation and Archival Material and Archives; the Decree on the Protection of Documentation and Archival Material; uniform technological requirements for storing electronic material in digital form are especially significant. The ISO 15489 standard is applied in the entire public administration, while in other fields, the economy, health and education, the introduction of information administration is currently under course. Companies and institutes have at their disposal at the market numerous forms of computer programs for registering documents, i.e. information systems, two general models of classification plans with storage time limits, models of internal regulations for e-storing of documents in digital form, a large number of providers for computer and program equipment, e-business services and e-storing etc.