Documented information

Definition

Documented information is information required to be controlled and maintained by an organization including the medium on which it is contained.

Relations

- Documented information is subtype of information.
- Documented information is an element of a data quality management system.

Life cycle

- Compile documented information
- Approve documented information
- Update documented information
- Publish/Distribute documented information
- Archive documented information
- Delete documented information

Examples

- A document describing the data quality policy.
- A file with data issues.
- Proof of competence of staff.

https://datamanagement.wiki/ - Data Management Wiki

Reference

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ISO 9000 (2015). Quality management systems - Fundamentals and vocabulary.

