# 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 part of a data quality management system.

### Life cycle

- Compile documented information
- Review documented information
- Approve documented information
- Update documented information
- Publish/distribute documented information
- Evaluate documented information
- Archive documented information
- Delete/destroy documented information

### Examples

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

### Reference

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

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

Permanent link:
**https://datamanagement.wiki/data_quality_management_system/documented_information?rev=1681922400**

Last update: **2024/03/08 13:33**