

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.

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<https://datamanagement.wiki/> - **Data Management Wiki**

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