

Australian/New Zealand Standard™

**Information and documentation—
Management systems for
recordkeeping—Requirements
(ISO 30301:2011, MOD)**



AS/NZS ISO 30301:2012

This Joint Australian/New Zealand Standard was prepared by Joint Technical Committee IT-021, Records and Document Management Systems. It was approved on behalf of the Council of Standards Australia on 4 July 2012 and on behalf of the Council of Standards New Zealand on 28 June 2012. This Standard was published on 20 July 2012.

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This Standard was issued in draft form for comment as DR AS/NZS ISO 30301.

AS/NZS ISO 30301:2012

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PREFACE

This Standard was prepared by the Joint Standards Australia/Standards New Zealand Committee IT-021, Records and Document Management Systems.

The objective of this Standard is to specify requirements to be met by a management system for recordkeeping (MSR) in order to support an organization in the achievement of its mandate, mission, strategy and goals. It addresses the development and implementation of a records policy and objectives and gives information on measuring and monitoring performance.

This Standard is an adoption with national modifications and has been reproduced from ISO 30301:2011, *Information and documentation—Management systems for records—Requirements*, and has been varied as indicated to take account of Australian/New Zealand conditions. The modifications are specified in Appendix ZZ.

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CONTENTS

1	Scope	1
2	Normative references	1
3	Terms and definitions	1
4	Context of the organization	2
4.1	Understanding of the organization and its context	2
4.2	Business, legal and other requirements	2
4.3	Defining the scope of the MSR	3
5	Leadership	3
5.1	Management commitment	3
5.2	Policy	3
5.3	Organizational roles, responsibilities and authorities	4
6	Planning	5
6.1	Actions to address risks and opportunities	5
6.2	Records objectives and plans to achieve them	5
7	Support	6
7.1	Resources	6
7.2	Competence	6
7.3	Awareness and training	6
7.4	Communication	7
7.5	Documentation	7
8	Operation	8
8.1	Operational planning and control	8
8.2	Design of records processes	8
8.3	Implementation of records systems	9
9	Performance evaluation	9
9.1	Monitoring, measurement, analysis and evaluation	9
9.2	Internal system audit	11
9.3	Management review	11
10	Improvement	12
10.1	Nonconformity control and corrective actions	12
10.2	Continual improvement	12
	Annex A (normative) Processes and controls	13
	Annex B (informative) Interrelationships between ISO 9001, ISO 14001, ISO/IEC 27001 and ISO 30301	16
	Annex C (informative) Checklist for self-assessment	20
	Bibliography	22

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