

AS/NZS ISO 30301:2012

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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.  
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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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