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AS/NZS ISO 30302:2016

Australian/New Zealand Standard™

Information and documentation—Management systems for recordkeeping—Guidelines for implementation (ISO 30302:2015, MOD)

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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 give guidance for the implementation of a MSR in accordance with AS/NZS ISO 30301. This Standard is intended to be used in conjunction with AS/NZS ISO 30300 and AS/NZS ISO 30301. This does not modify and/or reduce the requirements specified in AS/NZS ISO 30301. It describes the activities to be undertaken when designing and implementing a MSR. The objective of this modification to ISO 30302 is to align the terminology to Australian and New Zealand usage.

This Standard is an adoption with national modifications. It has been reproduced from ISO 30302:2015, *Information and documentation—Management systems for records—Guidelines for implementation* and has been varied as indicated to take account of Australian/New Zealand conditions. The modifications are specified in Appendix ZZ.

As this Standard is reproduced from an International Standard, the following applies:

(a) In the source text 'this International Standard' should read 'this Australian/New Zealand Standard'.

(b) A full point substitutes for a comma when referring to a decimal marker.

References to International Standards should be replaced by references to Australian or Australian/New Zealand Standards, as follows:

Reference to International Standard		*Australian/New Zealand Standard*	
ISO		AS/NZS ISO	
30300	Information and documentation—Management systems for records—Fundamentals and vocabulary	30300	Information and documentation—Management systems for recordkeeping—Fundamentals and vocabulary (ISO 30300:2011, MOD)
30301	Information and documentation—Management systems for records—Requirements	30301	Information and documentation—Management systems for recordkeeping—Requirements (ISO 30301:2011, MOD)

Only normative references that have been adopted as Australian or Australian/New Zealand Standards have been listed.

The term 'informative' has been used in this Standard to define the application of the annex to which it applies. An 'informative' annex is only for information and guidance.

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CONTENTS

1 Scope **1**

2 Normative references **1**

3 Terms and definitions **1**

4 Context of the organization **1**
4.1 Understanding of the organization and its context 1
4.2 Business, legal and other requirements 2
4.3 Defining the scope of the MSR 3

5 Leadership **4**
5.1 Management commitment 4
5.2 Policy 4
5.3 Organizational roles, responsibilities and authorities 5
5.3.1 General 5
5.3.2 Management responsibilities 6
5.3.3 Operational responsibilities 7

6 Planning **7**
6.1 Actions to address risks and opportunities 7
6.2 Records objectives and plans to achieve them 9

7 Support **10**
7.1 Resources 10
7.2 Competence 11
7.3 Awareness and training 12
7.4 Communication 13
7.5 Documentation 14
7.5.1 General 14
7.5.2 Control of documentation 15

8 Operation **16**
8.1 Operational planning and control 16
8.2 Design of records processes 16
8.3 Implementation of records systems 19

9 Performance evaluation **21**
9.1 Monitoring, measurement, analysis and evaluation 21
9.1.1 Determining what and how to monitor, measure, analyse and evaluate 21
9.1.2 Evaluation of the performance of records processes, systems and the effectiveness of the MSR 22
9.1.3 Assessing effectiveness 22
9.2 Internal system audit 23
9.3 Management review 24

10 Improvement **25**
10.1 Nonconformity control and corrective actions 25
10.2 Continual improvement 26

Annex A (informative) **Examples of sources of information and requirements supporting the analysis of organizational context** **27**

Bibliography **30**

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