



### Management System for records. Why use one?

All organizations, large or small, whether in business or government or non-profit, create documentation as part of their normal activities.

It is important for organizations to keep records of their decision-making processes and maintain a documented trail of actions taken. This is good practice which can aid efficiency, help to manage risk and support information reuse. Also, when faced with litigation or investigations, it enables organizations to retrieve information so they can ascertain which decisions and actions were taken and why.

As the transition from paper to digital format is inevitable for most organizations it is more important than ever for them to implement a management system for records (MSR).

The ISO 30300 series provides the governance framework for information management and for the creation and control of records, establishing requirements for:

- policy and procedures;
- defining roles and responsibilities
- designing and implementing the MSR;
- evaluating performance and determining how to improve.

ISO 30301, - Requirements, has been widely adopted since its publication. The last edition of 2019 is completely aligned with the core definitions and common text of all Management System Standards. ISO 30302 contains the guidelines for implementation of an MSR.

### How does the ISO 30300 series relate to other management system standards?

This series has been developed to be compatible with, and complement, other management system standards. It helps organizations meet the documentation requirements specified in such standards as ISO 9001, ISO 14001 and ISO 27001.

#### ISO 30300- Records management — Core concepts and vocabulary

##### ISO 30301- Requirements

Specifies requirements for establishing, implementing, maintaining and improving a MSR, offering methodologies which help decision making and assigning resources to reach those objectives for the organization.

Completely aligned with core definitions and identical requirements for MSS.

Includes an Annex which specifies requirements at the operational level.

##### ISO 30302-Guidelines for implementation

Gives guidance for the implementation of a MSR in accordance with ISO 30301.

To be used in conjunction with ISO 30301.

Describes the activities to be undertaken when implementing a MSR, providing examples.

Intended to be used by any organization implementing or improving a **MSR**.

### Who might use the ISO 30300 series?

Any public, private or non-profit organization, independent of its size or sector, would benefit from implementing the ISO 30300 series. The standards are particularly useful for people responsible for implementing management systems within their organization, as well as other professionals involved in management, documentation, auditing, technology and information security.