

Australian/New Zealand Standard™

**Information and documentation—  
Management systems for  
recordkeeping—Fundamentals and  
vocabulary (ISO 30300:2011, MOD)**



## **AS/NZS ISO 30300:2012**

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 19 June 2012 and on behalf of the Council of Standards New Zealand on 18 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 define terms and definitions applicable to the standards on MSR. It also establishes the objectives for using a MSR, provides principles for a MSR, describes a process approach and specifies roles for top management.

This Standard is an adoption with national modifications and has been reproduced from ISO 30300:2011, *Information and documentation—Management systems for records—Fundamentals and vocabulary* 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) Its number appears on the cover and title page while the International Standard number appears only on the cover.
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The terms ‘normative’ and ‘informative’ have been used to define the application of the annex or appendix to which they apply. A ‘normative’ appendix is an integral part of a Standard, whereas an ‘informative’ annex is only for information and guidance.

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## INTRODUCTION

Organizational success largely depends upon implementing and maintaining a management system that is designed to continually improve performance while addressing the needs of all stakeholders. Management systems offer methodologies to make decisions and manage resources to achieve the organization's goals.

Creation and management of records are integral to any organization's activities, processes and systems. Records enable business efficiency, accountability, risk management and business continuity. They also enable organizations to capitalize on the value of their information resources as business, commercial and knowledge assets, and to contribute to the preservation of collective memory, in response to the challenges of the global and digital environment.

Management System Standards (MSS) provide tools for top management to implement a systematic and verifiable approach to organizational control in an environment that encourages good business practices.

The standards on management systems for records prepared by ISO/TC 46/SC 11 are designed to assist organizations of all types and sizes, or groups of organizations with shared business activities, to implement, operate and improve an effective management system for records (hereafter referred to as a MSR). The MSR directs and controls an organization for the purposes of establishing a policy and objectives with regard to records and achieving those objectives. This is done through the use of:

- a) defined roles and responsibilities;
- b) systematic processes;
- c) measurement and evaluation;
- d) review and improvement.

Implementation of a records policy and objectives soundly based on the organization's requirements will ensure that authoritative and reliable information about, and evidence of, business activities is created, managed and made accessible to those who need it for as long as required. Successful implementation of good records policy and objectives results in records and records systems adequate for all of an organization's purposes.

Implementing a MSR in an organization also helps to ensure the transparency and traceability of decisions made by responsible management and the recognition of accountability.

The standards on MSR prepared by ISO/TC 46/SC 11 are developed within the MSS framework to be compatible and to share elements and methodology with other MSS. ISO 15489, and other International Standards and Technical Reports also developed by ISO/TC 46/SC 11, are the principal tools for designing, implementing, monitoring and improving records processes and controls, which operate under the governance of the MSR where organizations determine to deploy MSS methodology.

NOTE ISO 15489 is the foundation standard which codifies best practice for records management operations.

The structure of standards on MSR prepared by ISO/TC 46/SC 11, either published or under preparation, is shown in Figure 1.