

ISO 30300:2011-11 (E)

Information and documentation - Management systems for records - Fundamentals and vocabulary

Contents		Page
Foreword		iv
Introduction		v
1	Scope	1
2	Fundamentals of a MSR	1
2.1	Relationship between the MSR and the management system	1
2.2	Context of the organization	1
2.3	Need for a MSR	2
2.4	Principles of a MSR	4
2.5	Process approach to a MSR	5
2.6	Role of top management	6
2.7	Relationships with other management systems	7
3	Terms and definitions	8
3.1	Terms relating to records	8
3.2	Terms relating to management	9
3.3	Terms relating to records management processes	9
3.4	Terms relating to MSR	11
Annex A (informative) Methodology used in the development of the vocabulary		12
Bibliography		16
Alphabetical Index		17