# ISO 30302:2022-05 (E)

## Information and documentation - Mana gement systems for records - Guidelines for implementation

## Contents

Page


**Foreword** ... **iv**

**Introduction** ... **v**

**1 Scope** ... **1**

**2 Normative references** ... **1**

**3 Terms and definitions** ... **1**

**4 Context of the organization** ... **1**
4.1 Understanding the organization and its context ... 1
4.1.1 General ... 1
4.1.2 Records requirements ... 3
4.2 Understanding the needs and expectations of interested parties ... 5
4.3 Determining the scope of the MSR ... 6
4.4 Management system for records ... 6

**5 Leadership** ... **7**
5.1 Leadership and commitment ... 7
5.2 Policy ... 8
5.3 Organizational roles, responsibilities and authorities ... 9

**6 Planning** ... **10**
6.1 Actions to address risks and opportunities ... 10
6.2 Records objectives and planning to achieve them ... 12

**7 Support** ... **13**
7.1 Resources ... 13
7.2 Competence ... 14
7.3 Awareness ... 15
7.4 Communication ... 16
7.5 Documented information ... 17
7.5.1 General ... 17
7.5.2 Creating and updating ... 19
7.5.3 Control of documented information ... 19

**8 Operation** ... **20**
8.1 Operational planning and control ... 20
8.2 Determining records to be created ... 20
8.3 Designing and implementing records processes, controls and systems ... 21

**9 Performance evaluation** ... **23**
9.1 Monitoring, measurement, analysis and evaluation ... 23
9.2 Internal audit ... 24
9.3 Management review ... 25

**10 Improvement** ... **26**
10.1 Nonconformity and corrective actions ... 26
10.2 Continual improvement ... 27

**Annex A** (informative) **Example of implementation of ISO 30301:2019, Annex A requirements** ... **29**

**Bibliography** ... **33**