

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. This Standard was published on 29 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:

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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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