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Introduction

This draft standard is based on national and international discussions. Your comments on this draft are invited and will assist in the preparation of the consequent standard.

For international standards, comments will be reviewed by the relevant UK national committee before sending the consensus UK vote and comments to the international committee, which will then decide appropriate action. If the international standard is approved, it is usual for the text to be published as a British Standard.

For national standards, comments will be reviewed by the relevant UK national committee and the resulting standards published as a British Standard.

UK Vote

Please indicate whether you consider the UK should submit a negative (with supporting technical reasons) or positive vote on this draft. Please indicate if you are aware of any reason why this draft standard should not be published as a British Standard.

Submission of Comments

- **Annotated drafts are not acceptable and will be rejected.**
- All comments should be submitted online at <https://standardsdevelopment.bsigroup.com/>. You will need to register in order to comment.

Template for comments and secretariat observations

Date: xx/xx/20xx	Document: ISO/DIS xxxx
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1	2	(3)	4	5	(6)	7
MB	Clause No./ Subclause No./Annex (e.g. 3.1)	Paragraph/ Figure/Table/Note	Type of comment	Comment (justification for change) by the MB	Proposed change by the MB	Secretariat observations on each comment submitted
	3.1	Definition 1	ed	Definition is ambiguous and needs clarifying.	Amend to read '...so that the mains connector to which no connection...'	
	6.4	Paragraph 2	te	The use of the UV photometer as an alternative cannot be supported as serious problems have been encountered in its use in the UK.	Delete reference to UV photometer.	



DRAFT International Standard

ISO/DIS 30301

Information and documentation — Management systems for records — Requirements

*Information et documentation — Systèmes de gestion des
documents d'activité — Exigences*

ICS: 01.140.20

ISO/TC 46/SC 11

Secretariat: **SA**

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2025-12-12

Voting terminates on:
2026-03-06

This document is circulated as received from the committee secretariat.

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Contents

Foreword.....	v
Introduction.....	vi
1 Scope	1
2 Normative references	1
3 Terms and definitions.....	1
3.1 Terms relating to the concept of management system	2
3.2 Terms relating to the concept of management system for records.....	6
4 Context of the organization.....	8
4.1 Understanding the organization and its context.....	8
4.1.1 General	8
4.1.2 Records requirements	8
4.2 Understanding the needs and expectations of interested parties	8
4.3 Determining the scope of the MSR.....	9
4.4 Management system for records.....	9
5 Leadership.....	9
5.1 Leadership and commitment	9
5.2 Records Policy.....	10
5.3 Roles, responsibilities and authorities	10
6 Planning	11
6.1 Actions to address risks and opportunities	11
6.2 Records objectives and planning to achieve them	11
6.3 Planning of changes	12
7 Support.....	12
7.1 Resources	12
7.2 Competence	13
7.3 Awareness	13
7.4 Communication	13
7.5 Documented information	13
7.5.1 General	13
7.5.2 Creating and updating documented information	14
7.5.3 Control of documented information.....	14
8 Operation.....	14
8.1 Operational planning and control	14
8.2 Determining records to be created	15
8.3 Designing and implementing records processes, controls and systems	15
9 Performance evaluation.....	15
9.1 Monitoring, measurement, analysis and evaluation	15
9.2 Internal audit	16
9.3 Management review	16
9.3.1 General	16
9.3.2 Management review inputs.....	16
9.3.3 Management review results	17
10 Improvement	17
10.1 Continual improvement	17
10.2 Nonconformity and corrective actions	17

Annex A (normative) Operational requirements for records processes, controls and systems 18

Table A.1 — Operational requirements for records processes, control and systems.....18

Annex B (informative) Related standards providing guidance for implementing records processes, controls and systems.....21

Table A.2 — Operational requirements for records processes, control and systems and related standards 21

Bibliography 24

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 11, *Archives/records management*.

This second edition cancels and replaces the second edition (ISO 30301:2019), which has been technically revised to fully follow the common text of the Harmonized Structure (HS) for all ISO Management Systems Standards, and to improve the understanding of requirements.

The main changes compared to the previous edition are as follows:

- a new Informative Annex (Annex B) for linking operational requirements with other standards, has been added.
- Annex A have been redrafted for clarity.

ISO 30301 is part of a family of International Standards on management systems for records.

A list of all products in the ISO 30300 series can be found on the ISO website.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

Introduction

0.1 General

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

Creation and management of records are integral to any organization's activities, processes and systems. They enable business efficiency, accountability, risk management and business continuity. They also enable organizations to capitalize on the value of their information resources and to contribute to the preservation of collective memory.

0.2 Management system

Management system standards (MSS) provide tools to implement a systematic and verifiable approach to organizational control and to support an environment that encourages good business practices.

ISO 30301 (Management System for Records- MSR) is designed to assist organizations of all types and sizes, or groups of organizations with shared business activities, to implement, operate and achieve a strategic and systematic approach to records management by implementing an MSR.

The MSR enables an organization to establish a policy and objectives with regard to records, and to achieve those objectives.

This is done through the use of:

- defined roles and responsibilities;
- systematic processes;
- measurement and evaluation;
- continual review and improvement.

Implementation of an MSR, 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 records policy and objectives results in records and records systems adequate for all of an organization's purposes.

0.3 Relationship with other standards from ISO TC 46/SC11

The standards on MSR are developed within the MSS framework to be compatible and to share elements and methodology with other MSS. ISO 15489-1, together with other International Standards and Technical Reports, are the principal tools for designing, implementing, monitoring and improving records processes and controls, which operate under the governance of an MSR. Organizations can also use elements of an MSR when implementing another MSS (like ISO 9001).

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

The structure of standards on MSR and the most relevant products for implementing records processes and controls, either published or under preparation, is shown in Figure 1.

NOTE Titles of some products and technical reports are susceptible to change when they are revised. Titles in this figure represent the subject or domain, not the complete official titles of published standards and technical reports. An updated figure with new products is available at <https://committee.iso.org/home/tc46sc11>.

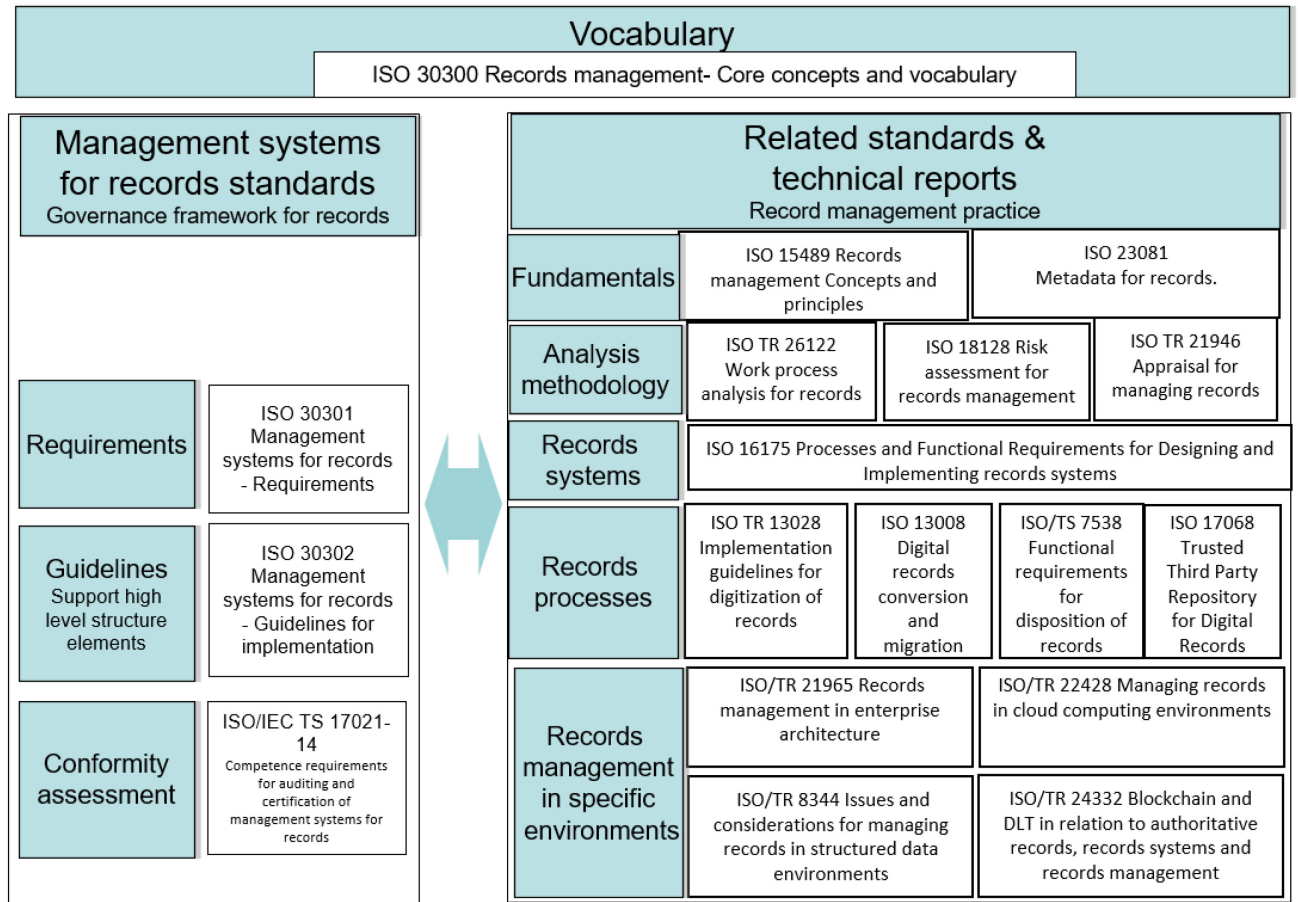


Figure 1 — Standards on MSR and related International Standards and Technical Reports

Other standards (ISO and non ISO) can be useful in the implementation of MSR (see Bibliography), however ISO 30301 is the authoritative standard for records management.

0.4 MSR family of standards

This family of standards is intended to be used in support of:

- decisions by top management regarding the establishment and implementation of management systems within their organization;
- people responsible for the implementation of MSR, such as professionals in the areas of risk management, auditing, management of records, information technology, data management and information security.

The process approach incorporated in a management system for records emphasizes the importance of:

- identifying an organization's records requirements, including interested parties' needs;
- establishing policy and objectives for records;
- controls for managing an organization's risks in relation to its records;
- measurement and evaluation of the MSR
- continual review and improvement.

Figure 2 represents the structure of this document in process approach.

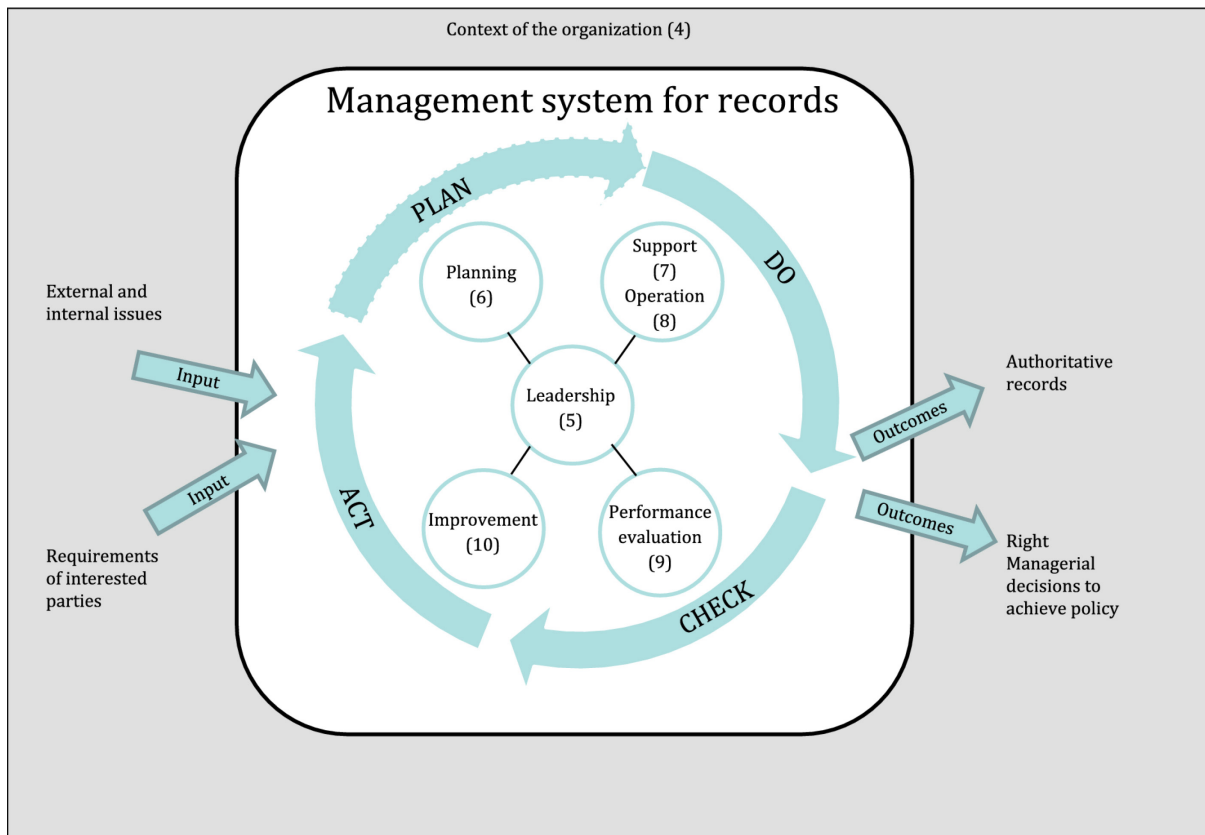


Figure 2 — Structure of MSR in process approach

0.5 Relationship and compatibility with other management system standards

This document conforms to ISO's requirements for management system standards. These requirements include a high-level structure, identical core text and common terms with core definitions designed to benefit users implementing multiple ISO management system standards.

The term "documented information" is one of the core terms for MSS. Requirements related to documented information are given in 7.5. in all MSS. This document, apart from constituting a MSS itself, can support organizations to understand and implement the documented information requirements of other management systems. For more information, see <https://committee.iso.org/home/tc46sc11>).

Information and documentation — Management systems for records — Requirements

1 Scope

This document specifies requirements to be met by a management system for records (MSR) in order to support an organization in the achievement of its mandate, mission, strategy and goals. It addresses the development and implementation of a records policy and objectives and gives information on measuring and monitoring performance.

An MSR can be established by an organization or across organizations that share business activities. Throughout this document, the term “organization” is not limited to one organization but also includes other organizational structures.

This document is applicable to any organization that wishes to:

- establish, implement, maintain and improve an MSR to support its business;
- ensure itself of conformity with its stated records policy and records requirements;
- demonstrate conformity with this document by
 - a) undertaking a self-assessment and self-declaration, or
 - b) seeking confirmation of its self-declaration by a party external to the organization, or
 - c) seeking certification of its MSR by an external party.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 30300, *Information and documentation — Management systems for records — Fundamentals and vocabulary*

3 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO 30300 apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

- ISO Online browsing platform: available at <https://www.iso.org/obp>
- IEC Electropedia: available at <http://www.electropedia.org/>