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Draft Jamaican Standard

Specification

for

Information and documentation — Requirements -Management  
systems for records

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**BUREAU OF STANDARDS JAMAICA**

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**14 AUGUST 2022 – 12 SEPTEMBER 2022**

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Certification of Agricultural Produce (CAP) Mark



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**Management systems for records**

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Jamaican Standards establish requirements in relation to commodities, processes and practices, but do not purport to include all the necessary provisions of a contract.

The attention of those using this specification is called to the necessity of complying with any relevant legislation.

#### Amendments

No.	Date of Issue	Remarks	Entered by and date

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**National foreword**

This standard is an adoption and is identical to **ISO 30301: 2019(E)** Information and documentation — Management systems for records — Requirements published by the International Organization for Standardization.

**Scope of the standard**

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;
- 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.

Where the words 'International Standard' appear, referring to this standard, they should be read as 'Jamaican Standard'.

Where reference is made to informative and normative annexes the following definitions should be noted:

- Informative Annex – gives additional information intended to assist in the understanding or use of the document. They do not contain requirements.
- Normative Annex – gives provisions additional to those in the body of a document. They contain requirements.

Users should note that all standards undergo revision from time to time and that any reference made herein to any standard implies its latest edition, unless otherwise stated.

This standard is voluntary.

**Acknowledgment**

Acknowledgement is made to the International Organization for Standardization (ISO) for permission to adopt **ISO 30301: 2019(E)**.