

FORMAT FOR SYNOPSIS OF INDIAN STANDARDS

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Number and Title of the Indian Standard:	IS /ISO 30302 : 2015  Information and Documentation – Management Systems for Records – Guidelines for Implementation  Doc. No.MSD 5(13370)
a)Scope	This Standard gives guidance for the implementation of a MSR in accordance with ISO 30301. This Standard is intended to be used in conjunction with ISO 30300 and ISO 30301. This Standard does not modify and/or reduce the requirements specified in ISO 30301. It describes the activities to be undertaken when designing and implementing a MSR.  This Standard is intended to be used by any organization implementing a MSR. It is applicable to all types of organization (e.g. commercial enterprises, government agencies, non-profit organizations) of all sizes.
b) Salient features of content:	
c) Type/grades/ classes, if any covered in the standard:	Nil
d) disclaimer (to be automatically provided by the program/software)	