



**EFFECTIVE RECORD MANAGEMENT FOR
BETTER BUSINESS OPERATIONS WITH
ISO 30301**

Management Systems for Record



WHAT IS ISO 30301 - MANAGEMENT SYSTEMS FOR RECORDS (MSR)

ISO 30301 is an internationally recognized standard designed to guide organizations in establishing, implementing, maintaining, and improving their management system for record.

It outlines the requirements for managing records throughout their entire lifecycle, ensuring that organizations maintain accurate and reliable information assets. This standard is applicable to any organization seeking to manage its documents and records efficiently, including non-profit organizations, businesses, and governments.

Benefits of ISO 30301



Increased Efficiency

Streamlines record creation, storage, retrieval, and disposal processes, reducing administrative burdens and costs



Enhanced Reputation

Demonstrates a commitment to responsible recordkeeping, contributing positively to the organization's reputation and credibility



Improved Decision-Making

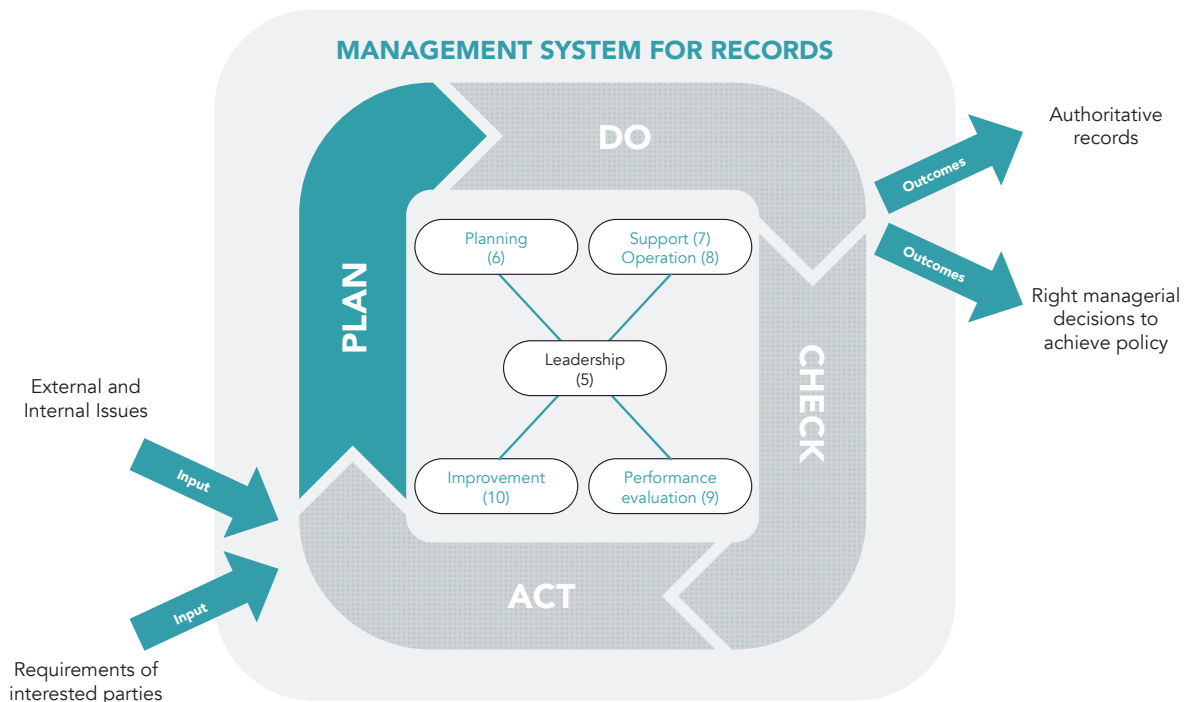
Ensures all relevant information is readily available, supporting informed decision-making processes



Cost Savings

Saves time and money by preventing potential issues related to unmanaged or lost data, such as legal disputes or audits

Context of the organization (4)



CBQA GLOBAL PROVIDES THE FOLLOWING SERVICES:

- Gap analysis assessment against ISO 30301
- Pre-Assessment
- ISO 30301 Certification
- Comprehensive Training

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