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**SANS 30302:2016**

Edition 1

**ISO 30302:2015**

Edition 1

## **SOUTH AFRICAN NATIONAL STANDARD**

# **Information and documentation — Management systems for records — Guidelines for implementation**

This national standard is the identical implementation of ISO 30302:2015, and is adopted with the permission of the International Organization for Standardization.

### **WARNING**

**This document references other documents normatively.**

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**Table of changes**

<b>Change No.</b>	<b>Date</b>	<b>Scope</b>

**National foreword**

This South African standard was approved by National Committee SABS/TC 046/SC 011, *Information and documentation – Archives/records management*, in accordance with procedures of the SABS Standards Division, in compliance with annex 3 of the WTO/TBT agreement.

This document was approved for publication in November 2016.

**Compliance with this document cannot confer immunity from legal obligations.**

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**Information and documentation —  
Management systems for records —  
Guidelines for implementation**

*Information et documentation — Système de gestion des documents  
d'activité — Lignes directrices de mise en oeuvre*





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