

APPENDIX BB ADOPTION PROPOSAL FORM

CPR183/F15

KENYA BUREAU OF STANDARDS

Document Type:	Adoption proposal	
Dates:	Circulation date	Closing date
	13-04-2020	13-05-2020
TC Secretary	This form shall be filled, signed and returned to Kenya Bureau of Standards for the attention of Micah Rachuonyo. Click to email: rachuonyom@kebs.org	

The Kenya Bureau of Standards intends to adopt the International Standards as detailed here below

Number: ISO 30300:2011

Title: Information and documentation -- Management systems for records -- Fundamentals and vocabulary

Scope:

This standard defines terms and definitions applicable to the standards on management systems for records (MSR) prepared by ISO/TC 46/SC 11. It also establishes the objectives for using a MSR, provides principles for a MSR, describes a process approach and specifies roles for top management.

ISO 30300:2011 is applicable to any type of organization that wishes to:

- establish, implement, maintain and improve a MSR to support its business;
- assure itself of conformity with its stated records policy;
- demonstrate conformity with this International Standard.

We are therefore seeking views from potential users in respect of the same. The Standard is available at the Kenya Bureau of Standards Information Centre. Please tick and fill your preference of the listed option. (If the spaces provided are not enough, please attach a separate sheet of paper).

Adoption acceptable as presented

Adoption proposal not acceptable because of the reason(s) below

Our Recommendations are as follows

Name and Signature (of respondent):

Position (of respondent):

On behalf of

(Name of organization)

Date:

NOTE: Absence of any reply or comments shall be deemed to be an acceptance of the proposal for adoption and **shall constitute an approval vote.**