

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 30301:2019

Title: Information and documentation -- Management systems for records -- Requirements

Scope:

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. This standard 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 by**

1. undertaking a self-assessment and self-declaration, or
2. seeking confirmation of its self-declaration by a party external to the organization, or
3. seeking certification of its MSR by an external party.

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.**