

## APPENDIX BB ADOPTION PROPOSAL FORM

CPR183/F15

KENYA BUREAU OF STANDARDS

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

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

Number: ISO 30302:2015

Title: Information and documentation -- Management systems for records – Guidelines for implementation

Scope: 

ISO 30302:2015 gives guidance for the implementation of a MSR (Management System for Records) in accordance with ISO 30301. This International Standard is intended to be used in conjunction with ISO 30300 and ISO 30301. This International 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.

ISO 30302:2015 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.

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.**