



# ISO 30301

## Management System for Records Certification

ISO 30301 is an international standard, which helps organizations to set the necessary objectives, targets and strategies regarding a management system for records. By implementing the framework of ISO 30301, which is based on the best international practices, your organization will eliminate redundancy, establish consistency, optimize processes and resources, reduce maintenance costs, and improve the decision-making process and the use of property assets. Moreover, by certifying your management system against this standard, you will ensure continuous improvement and strong support to achieve the organization's mission and goals.

- ▶ **A digital management system for records can reduce operating expenses in processing divisions by as much as 25% (a reduction of between 60% and 70% of records management associated costs);**
- ▶ **\$14,000 in productivity are lost annually per worker, due to the inability to find the appropriate data to complete the job;**
- ▶ **Large organizations lose a document every 12 seconds. It costs up to \$120 to search for a misfiled document and \$250 to recreate a lost document.**



## **BENEFITS OF ISO 30301 CERTIFICATION**

- Demonstrates commitment to organizational governance and accountability
- Increases business efficiency
- Provides a more effective system for records
- Improves risk management
- Gains international recognition
- Ensures legal compliance and protection
- Ensures a smooth conformity
- Enables cost savings
- Assesses performance measures
- Allows the organization to become a benchmark worldwide
- Meets regulatory and customer requirements

## **ARE YOU PREPARED FOR ISO 30301 CERTIFICATION?**

As a certification body, PECB is also accredited to offer training courses to certify individuals, who want to acquire the necessary skills and knowledge to lead, direct and manage the successful implementation of a MSR within an organization. The training courses that help you to manage, implement and prepare your company for the ISO 30301 audit and certification are as follows:

- ISO 30301 Introduction (1 day)
- ISO 30301 Foundation (2 days)
- ISO 30301 Lead Implementer (5 days)
- ISO 30301 Lead Auditor (5 days)