MANAGEMENT REVIEW AGENDA

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Meeting Attendees:

[Insert Name and Title of CEO or Top Management Representative]

[Insert Name and Title of Records Manager]

[Insert Names and Titles of Relevant Department Heads or Key Stakeholders]

Agenda:

1. Opening Remarks (5 minutes)

Welcome and introductions

Purpose of the management review

Reminder of confidentiality and impartiality

2. Review of Previous Management Review Actions (10 minutes)

Status of actions from the previous management review

Identify completed actions, pending actions, and any outstanding issues

3. Changes in External and Internal Issues (15 minutes)

Discuss changes in external factors affecting record management (e.g., legal regulations, industry standards)

Discuss changes in internal issues (e.g., organizational structure, resource allocation) that impact record management

4. Performance of Records Processes and Systems (30 minutes)

a. Nonconformities and Corrective Actions

- Review current nonconformities related to record processes and systems

- Discuss the status of corrective actions

b. Monitoring and Measurement Results

- Analyze trends in monitoring and measurement results for record processes (e.g., data accuracy, retrieval times)

c. Audit Results

- Review findings from recent internal or external audits related to record management

5. Opportunities for Continual Improvement (15 minutes)

Identify areas for improvement in record processes, systems, or compliance

Discuss potential strategies for enhancing the MSR

6. Decisions and Next Steps (10 minutes)

Summarize key findings and decisions

Determine actions needed for continual improvement

Discuss any changes or updates required for the MSR

7. Retention of Documented Information (5 minutes)

Confirm the requirement to retain documented information as evidence of the management review results

Assign responsibilities for documenting the results of this management review

8. Closing Remarks (5 minutes)

Thank the participants for their contributions

Confirm the date of the next management review meeting

Meeting Adjourned

This agenda provides a structured framework for reviewing the Management System for Records (MSR) and ensuring its suitability, adequacy, and effectiveness. Adjust the timing for each agenda item as needed based on the complexity and specific context of your organization.