



## **Business Information Systems**

Business Information Systems (BIS) are systems designed to perform a function within an organization. Most organizations use a variety of systems to manage their records and may have different systems for:

- Finance
- Human Resource Management
- Claims Management
- Customer Service Requests
- Project Management, etc.

Where records are captured in electronic format in a BIS, the system should have recordkeeping functionality to enable the organization to effectively manage the records until such time as they are legally disposed of, i.e. either destroyed or transferred to the State archive collection.

BIS need to ensure that that the records they contain:

- are findable and readable for as long as they are legally required
- contain adequate metadata to ensure meaning and context is associated with the digital record and that it can be proven to be genuine
- are safe from unauthorised access, alteration and deletion
- can be digitally linked to other relevant records or datasets

BIS may not have the same functionality to manage the records created over time as an Electronic Document and Records Management System (EDRMS), but they may be acceptable to an organization from a risk management perspective for managing records of short term value.

When using BIS it is useful to note that:

- It is common practice across agencies that many BIS contain records that are not captured in an EDRMS. There is no requirement to duplicate records from these other systems in the EDRMS.
- Where possible, new BIS should include recordkeeping functionality or should be integrated with the EDRMS.
- The State Records Office's Recordkeeping Plan template include a section for records in BIS and these details should be added when the organization next reviews its Plan.

For further information regarding recordkeeping functionality requirements for EDRMS and BIS refer to *AS/NZS ISO 16175 Information and documentation – Principles and Functional Requirements for Records in Electronic Office Environments*.

Further information: Please contact the Records Manager within your organization OR contact the State Records Office via email at [sro@sro.wa.gov.au](mailto:sro@sro.wa.gov.au).