

NEW!



Information Management

- **Protect your assets**
- **Prevent risks**
- **Avoid litigation**
- **Stop bankruptcy**

shape the future



Your information is an asset. Don't let it be a risk and

Information is one of the most valuable assets that your organization has.

Your organization will operate by producing, transmitting, digesting and storing information. It is essential for the successful conduct of your business to have the right information at the right place and at the right time. Equally, the misuse, copying, theft, loss and abuse of your information can be the cause of litigation and business failure.

Everything your organization does involves information in some way, so you need to ensure that it is used properly and carefully. Modern computers and communication systems can store information, process it and make it accessible in ways never before achieved. This can be of great additional benefit but can also enhance opportunities for misuse, theft, loss and abuse, and in particular, indiscriminate dissemination of information.

BSI has the answers you need

Because your business is dependent on your information, it is essential that you manage it effectively in whichever format it comes or is stored; electronic, paper or microform.

BSI Business Information has therefore produced a number of invaluable guidance documents to national and international standards so that your information is well managed and meets your business needs. The documents will ensure that your information is classified, structured, validated, valued, secured, monitored, measured and managed efficiently and effectively.

Legal Admissibility Guidance

REVISED!

Code of practice for legal admissibility and evidential weight of information stored electronically (BIP 0008)

Previously known as PD 0008, this recently revised Code is the industry's benchmark publication for information stored electronically. BIP 0008 contains even more practical advice and examples to assist you in increasing the evidential weight of your electronically stored information.

With continuing uncertainty amongst many organizations about what the law requires of them, you need to be certain that you know what you should be doing. NEW BIP 0008:2004 *Code of practice for legal admissibility and evidential weight of information stored electronically* will keep you on the straight and narrow, by providing you with an up-to-date framework, and guidelines that identify key areas of good practice for the implementation and operation of electronic storage systems.



To make your implementation and understanding of the law much easier, we have substantially reworded and restructured the publication. In addition, we have now included many examples and case studies which are based on real applications, and we have included a sample information management policy.

BIP 0008 has been written so that, if required, your stored electronic information can be used as evidence in the event of a dispute. As such, compliance with this Code should be regarded as a demonstration of responsible business management.

Code of practice for legal admissibility and evidential weight of information stored electronically

Order ref: BIP 0008 ISBN: 0 580 42774 9
Price: £55

continued 

don't put it at risk!

Legal Admissibility Guidance cont.

REVISED!

Legal admissibility and evidential weight of information stored electronically. Compliance workbook (BIP 0009)

To assist you in evaluating your information management system, and to demonstrate compliance to BIP 0008, you will find this workbook essential.

The workbook enables an historical audit trail of compliance to be achieved, and, once achieved, it should be stored on the same information management system that it is auditing.



Legal admissibility and evidential weight of information stored electronically. Compliance workbook
Order ref: BIP 0009 ISBN: 0 580 42775 7
Price: £35

The principles of good practice for information management (PD 0010)

This guide will help you to develop and operate new methods and technologies for managing information, by offering you five principles of good practice.

The principles of good practice for information management
Order ref: PD 0010 ISBN: 0580 26855 1
Price: £35

Save 15%
when you buy all three parts!

Legal admissibility guidance kit
Order ref: Kit 38 ISBN: 0580 37821 7
Price: £106

Records Management Standards

BS ISO 15489-1:2001 Information and documentation. Records management. General

This standard has been written to ensure that appropriate attention and protection is given to all records, and that the evidence and information they contain can be retrieved more efficiently and effectively, using standard practices and procedures.

It provides guidance on managing records of originating organizations, public or private, for internal and external clients. All the elements outlined here are recommended to ensure that adequate records are created, captured and managed.

BS ISO 15489-1:2001 Information and documentation. Records management. General ISBN: 0580 38552 3
Price: £80 or £40 to BSI Subscribing Members

PD ISO/TR 15489-2:2001 Information and documentation. Records management. Guidelines

This standard is an implementation and management guide to BS ISO 15489-1 for those charged with managing records in their organizations.

It gives an overview of the processes and factors that organizations should consider wishing to comply with BS ISO 15489-1.

PD ISO/TR 15489-2:2001 Information and documentation. Records management. Guidelines ISBN: 0580 38537 X
Price: £114 or £57 to BSI Subscribing Members

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when you buy both parts!

Records management standards kit
Order ref: Kit 93 ISBN: 0580 38695 3
Price: £160 or £80 to BSI Subscribing Members

Record Management Guidance

Effective records management (BIP 0025)

To support the standards, BIP 0025 *Effective records management* provides a series of practically focused publications addressing the issues of:

- Business benefits of implementing the records management standards
- BS ISO 15489-1 and PD ISO/TR 15489-2
- Implementing best practice records management
- Measuring the performance impact of implementing BS ISO 15489-1

These publications are designed to meet the practical needs of organizations in a field that is radically changing through the adoption of e-commerce in the commercial world and e-government in the public sector, and the need to meet obligations arising from recent data protection and freedom of information legislation.

These publications will assist organizations wishing to introduce best practice for the management of records and information; manage records for quality initiatives (ISO 9001, EFQM); and manage records for legal and regulatory compliance, including compliance with the code of practice under section 46 of the Freedom of Information Act 2000.

Part 1: A management guide to the value of BS ISO 15489-1
Ref: BIP 0025-1 ISBN: 0 580 39007 1
Price: £25

Part 2: Practical implementation of BS ISO 15489-1
Ref: BIP 0025-2 ISBN: 0 580 39006 3
Price: £25



NEW!

Part 3: Performance management for BS ISO 15489-1

This new part deals with ensuring that the sustainability of your records management programme is maintained through monitoring and managing your programme's performance.

The guide discusses how to review your programme once it has been implemented and explores the issues of measuring the programme's performance and how to demonstrate the benefits to your organization. By measuring performance, you will be able to demonstrate that particular initiatives or programmes that you have applied are delivering the required or agreed results to your organization and your customers. This information is vital if you wish to plan your future requirements effectively.



Part 3: Performance management for BS ISO 15489-1
Ref: BIP 0025-3 ISBN: 0 580 42776 5
Price: £25

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Records management guidance kit
Order ref: Kit 100 ISBN: 0 580 39621 5
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Save!

Purchase all the records management standards and guidance documents as Kit 99.

Records management standards and guidance kit
Order ref: Kit 99 ISBN: 0 580 39622 3
Price: £225 or £145 to BSI Subscribing Members

Scanning

Document scanning. Guide to scanning business documents (PD 0016)

The purpose of this guide is to offer an insight into the processes of document scanning, explain the main features and benefits of different types of scanners and provide guidance to evaluate scanners to user requirements.

Order ref: PD 0016 ISBN: 0 580 33176 8
Price: £21

Test target for assessing output quality of black-and-white document scanners in accordance with BS ISO 12653 (PD 0023)

This document provides a test target which demonstrates if a scanner is performing as it should.

Order ref: PD 0023
Price: £25.00

Also available...

Freedom of Information. A practical guide

If you work in the public sector, then you need to know how the Freedom of Information Act 2000 will affect you. Look no further than the BSI guide *Freedom of information. A practical guide*.

Part 1 – Getting started will provide you with an overview of all the requirements. Access and exemption is covered in detail, as is the process for introducing a publication scheme.

Part 2 – Freedom of Information and records management will show you how effective records management, storage and retrieval are key to implementing a successful publication scheme.

Part 3 – Managing access to published information. Having established a publications scheme, this part will show you how to maintain and manage the documents and records listed with the scheme.

The BSI Freedom of Information subscription will provide you with a single source of practical advice, case studies that will help you bridge any gaps, detailed explanations of the Act, an overview of the actions to be carried out, and description of rights and exemptions to access.

Order now to make sure you keep on the right side of the law.

Freedom of information. A practical guide
Order ref: BIP 0001
Price: £245

BSI Data Protection Guide

Because the law is complex in this area, BSI in conjunction with the Information Commissioner, has produced the BSI Data Protection Guide. The Guide, which has been updated in recent years, will take you through, step by step, all aspects of the Data Protection Act to ensure that you are protecting customer and employee privacy.

Archival documents

Kit 83 contains *BS 5454 Recommendations for the storage and exhibition of archival documents* and *Guide to the interpretation of BS 5454:2000. Storage and exhibition of archival documents (PD 0024)*. Order these documents as a Kit and save 15%

Archival documents standards and guidance kit
Order ref: Kit 83 ISBN: 0 580 37984 1
Price: £93 or £62 to BSI Subscribing Members

The BSI Data Protection Guide covers the eight principles of the Act, and we have split the Guide into 10 digestible parts to make it the most easy to use and comprehensive guide available.

During 2004 you will also receive three free supplements: The Data Protection Index (CD-ROM) containing all ten parts on one CD-ROM, Case Study, and Data Protection Tools (CD-ROM).

As well as receiving all ten parts, and the three supplements, you will also receive two free ring binders.

BSI Data Protection Guide
Order ref: BIP 0012 ISBN: 0 580 41029 3
Price: £270

Seminars and Workshops

- Legal admissibility and evidential weight of information stored electronically
- Freedom of Information – How good records management practice can make compliance straightforward
- Introducing records management and BS ISO 15489-1:2001 *Information and documentation. Records management. General*
- Applying and implementing BS ISO 15489-1:2001 *Information and documentation. Records management. General*

These **one-day workshops** are run on a regular basis at key locations around the UK. Bespoke in-house courses are also available.

For more information please call:
BSI Customer Services on +44 (0)20 8996 9001
or go to www.bsi-global.com/seminars.

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BIP 0009	0 580 42775 7	Code of practice for legal admissibility and evidential weight of information stored electronically. Compliance workbook		£35	£35	
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All prices may be subject to change.

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04/04