

International Council on Archives' project - *Principles and Functional Requirements for Records in Electronic Office Environments*

The International Council on Archives (ICA) has released a number of publications which provide assistance to organisations in the design of records management software products and other electronic business information systems that create, control, and dispose of electronic records. Queensland State Archives endorses these publications as statements of best practice.

This Public Records Brief provides a high-level overview of these publications and their relation to the Queensland Government Recordkeeping Policy Framework.

The *Principles and Functional Requirements for Records in Electronic Office Environments* project

An ICA project, known as the *Principles and Functional Requirements for Records in Electronic Office Environments* project, was established to develop requirements and guidelines to meet the needs of the international community and to enable that community to liaise with the global software industry. The project has resulted in the release of the following publications:

- [Module One: Overview and Statement of Principles](#)
- [Module Two: Guidelines and Functional Requirements for Electronic Records Management Systems](#)
- [Module Three: Guidelines and Functional Requirements for Records in Business Systems](#)

Module One: Overview and Statement of Principles

Module One outlines guiding principles to inform the development and implementation of information systems that create and maintain electronic records.

These principles have been developed in line with the records management principles in the *International Standard on Information and Documentation – Records Management, ISO 15489*. They encompass both records-related principles and systems-related principles.

The document also highlights high-level implementation issues associated with the introduction of electronic information systems.

Queensland State Archives endorses the *Overview and Statement of Principles* as a code of best-practice for those public authorities implementing information systems which create and/or maintain electronic records.

Module 2: Guidelines and Functional Requirements for Electronic Records Management Systems

Module Two is a guideline and international high-level statement of core and optional records management requirements for electronic document and records management systems (eDRMS). This publication may be used to develop specifications or to review the records management functionality of an eDRMS.

Queensland State Archives endorses the module as a code of best-practice for use by those planning to implement or review an electronic document and records management system.

QSA has also developed advice on eDRMS, which complements the ICA module. See <http://www.archives.qld.gov.au/government/eDRMS.asp> for further information.

Module 3: Guidelines and Functional Requirements for Records in Business Systems

Module Three is a guideline and international high-level statement of core and optional records management functional requirements for business systems¹. This publication may be used to develop specifications for recordkeeping functionality in business systems or to review and evaluate existing or proposed business systems for adequate recordkeeping functionality.

As this document was jointly authored by Queensland State Archives, it has been issued as a guideline in accordance with section 25(1)(f) of the *Public Records Act 2002*.

Often business systems have not been designed to incorporate recordkeeping functionality. This publication should assist agencies to identify and manage the public records of business activities transacted through business systems.

For more information

For more information see:

- Public Records Brief: [Use of the Guidelines and Functional Requirements for Records in Business Systems by Queensland public authorities](#)
- [Overview and Statement of Principles](#)
- [Guidelines and Functional Requirements for Electronic Records Management Systems](#)
- [Guidelines and Functional Requirements for Records in Business Systems](#)

For more detailed guidance on the management of public records visit the Queensland State Archives' website at <http://www.archives.qld.gov.au>, or contact us on:

Telephone: (07) 3131 7777

Email: info@archives.qld.gov.au

¹ Business systems are automated systems that create or manage data about an agency's activities, for example, e-commerce systems, finance systems, human resources systems, and client-relationship management systems. They are typified by dynamic data that is subject to frequent updates. Because of this, the capture of fixed records and the ongoing management of authenticity, reliability, usability and integrity can be challenging.