

BS 10008:2014



BSI Standards Publication

Evidential weight and legal admissibility of electronic information – Specification

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Summary of pages

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Foreword

Publishing information

This British Standard is published by BSI Standards Limited, under licence from The British Standards Institution, and came into effect on 08 December 2014. It was prepared by Panel IDT/1/-/5, *Legal admissibility*, under the authority of Technical Committee IDT/1, *Document management applications*. A list of organizations represented on this committee can be obtained on request to its secretary.

Supersession

This British Standard supersedes BS 10008:2008, which is withdrawn.

Information about this document

This is a full revision of the standard, and introduces the following principal changes:

- recognition of the significant changes in recent years of how information is managed as an asset in organizations;
- inclusion of structured data within the scope;
- inclusion of the importance of stewardship of electronic information as an organizational activity;
- restructured to enable alignment with the ISO Management System Standards structure as defined in the ISO/IEC Directives, Part 1, Annex SL [1].

Presentational conventions

The provisions of this standard are presented in roman (i.e. upright) type. Its requirements are expressed in sentences in which the principal auxiliary verb is "shall".

Commentary, explanation, and general informative material is presented in smaller italic type, and does not constitute a normative element.

Contractual and legal considerations

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

Compliance with a British Standard cannot confer immunity from legal obligations.

Introduction

Information is an organizational asset that needs to be managed throughout its lifecycle; it is frequently required to be used within and outside the organization for demonstrating compliance and/or dispute resolution. If the authenticity or integrity of the information cannot be trusted then conclusions based upon it could be discredited. This British Standard addresses how information needs to be managed by an organization, in an information management system, to enable it to have strong evidential weight and be demonstrably trustworthy with regard to its authenticity and integrity whenever during its lifecycle it is needed to be used – whether for business, compliance, legal or other dispute resolution purposes.

BSI has published a *Code of Practice for Evidential Weight and Legal Admissibility*, BIP 0008 [2], [3], [4] (formerly PD 0008) since 1996. This Code of Practice has been widely adopted and is referenced, for example, by the Lord Chancellor's *Code of Practice on the management of records* published under Section 46 of the Freedom of Information Act 2000 [5]. In 2002, and this is the *Code of Practice on records management* issued under Section 1 of the Freedom of Information (Scotland) Act 2002 [6].

BIP 0008 consists of the following three parts, which have been revised to provide information and guidance for the implementation of various sections of this British Standard:

- BIP 0008-1, *Evidential weight and legal admissibility of information stored electronically – Code of practice for the implementation of BS 10008*;
- BIP 0008-2, *Evidential weight and legal admissibility of information transferred electronically – Code of practice for the implementation of BS 10008*;
- BIP 0008-3, *Evidential weight and legal admissibility of linking electronic identity to documents – Code of practice for the implementation of BS 10008*.

This British Standard covers the scope of all three parts of BIP 0008. Its publication reflects the requests of the adopters of BIP 0008 for a formal compliance standard.

The detailed guidance given in the latest edition of BIP 0008 will assist in the successful implementation of this British Standard. The compliance workbook, BIP 0009 [7], provides a tool that enables the demonstration of compliance with this British Standard along with the appropriate parts of BIP 0008.

If an organization's electronic information management system conforms to this British Standard, it is anticipated that the evidential weight of electronic information managed by the organization will be maximized, by ensuring its trustworthiness and reliability. It is also anticipated that conformity with this British Standard will minimize the risks involved with the long-term storage of information in an electronic form.

This revision of this British Standard has been structured along the lines of the standardized structure of ISO Management System Standards, as defined in ISO/IEC Directives, Part 1, Annex SL [1] such that its implementation can be aligned and synchronized with other management system standards, such as the following:

- BS EN ISO 9001, *Quality management systems – Requirements*;

- BS ISO/IEC 27001, *Information technology – Security techniques – Information security management systems – Requirements*;
- BS EN ISO 14001, *Environmental management systems – Requirements with guidance for use*.

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1 Scope

This British Standard specifies requirements for the implementation and operation of electronic information management systems, including the storage and transfer of information, with an objective of enabling the user to ensure the authenticity and integrity of the information is maintained, so that it is trustworthy and is either accepted without dispute or successfully resists challenge. These issues are important where the information might be used as evidence – whether for business, compliance, legal or other dispute resolution purposes.

This British Standard covers:

- a) the management of the availability of electronic information over time;
- b) the electronic transfer or communication of electronic information;
- c) the linking of electronic identity to particular electronic information, including the use of electronic signatures and electronic copyright systems, as well as the verification of electronic identity.

This British Standard also includes requirements for the stewardship and accountability of the management of information throughout its life cycle.

The requirements specified in this British Standard are generic and intended to be applicable to all organizations (or parts thereof), regardless of type, size and nature of business. The extent of application of the requirements depends on the organization's operating environment and complexity.

This British Standard applies to electronic information in any form, including general office documents, electronic images and information held in databases and other electronic systems. The information may be alphanumeric, image based and/or voice/video recordings.

This British Standard does not cover processes used to evaluate the authenticity of information prior to it being captured or created in the system.

2 Normative references

The following documents, in whole or in part, are normatively referenced in this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

BS ISO 12651, *Electronic imaging – Vocabulary*

3 Terms and definitions

For the purposes of this British Standard, the terms and definitions given in BS ISO 12651 and the following apply.

3.1 big data

data that cannot be processed using conventional database management tools or data processing applications due to its size

NOTE There is currently no internationally recognized standard definition of the term "big data".

3.2 cloud

model for enabling ubiquitous, convenient, on-demand network access to a shared pool of configurable computing resources (e.g. networks, servers, storage, applications, and services) that can be rapidly provisioned and released

[SOURCE: NIST Special Publication 800-145 [8]].