Comptroller of the Currency
Administrator of National Banks

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To: All Comptroller's Handbook Subscribers

The enclosed booklet, "Management Information Systems," is part of the revised Comptroller's Handbook. As previously described in the "Introduction" booklet, printed in July 1994, most of these booklets are updated versions of materials formerly contained in the Comptroller's Handbook for National Bank Examiners.

This booklet, however, is a new addition to the handbook. It formalizes practices that have been used for some time. For example, the output from Management Information Systems (MIS) is reviewed and analyzed from the perspective of the end user area and management of the financial institution. "Management Information Systems" in a more structured way also addresses the use of internal MIS reports rather than concentrating on the manner in which data is controlled or processed for operational or accounting purposes. To function effectively, MIS must be usable. OCC examiners will review the following five elements that should be present in MIS: timeliness, accuracy, consistency, completeness, and relevance.