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Presentation Contents

1. What a modern EDM system should be
2. Convergence of RM Software
3. Convergence of EDM Software
4. Convergence of all of the above
5. Indexing
1. What a Modern EDM System Should BE

The Basic Level of Excellence Required for 21st Century
Required Features

- Fundamental EDMS Functionality
  - Content Management, Imaging, Workflow
- Scalable to Enterprise Level
- WEB centric or WEB capable
- Integration with Line of Business Systems
- Advanced Information Retrieval including Automatic Classification
Required Features

• Records Management Built-in
  – Able to purge according to RM rules
• Long Term Data Storage and Migration
• Secure
• Fault Tolerant
• Disaster Ready
Things that are going well

- Basic EDMS functionality getting better
- Processing Power
- Communication Bandwidth
- Storage capacity
- Costs coming down
2. Convergence of Records Management Software

• Conventional Paper Based
• Electronic Documents
Records Life Cycle

Creation → Active → Transfer → Inactive → Dispose

Archive
Records Life Cycle

1. Creation
   - Draft
   - Revise
   - Final
   - Index

2. Active
   - File
   - Retrieve

3. Transfer
   - Transfer Box List

4. Inactive
   - Records Center: Box No
   - Location
   - Reports

5. Dispose
   - Archive
   - Finding Aids

Classification Systems

Records Retention Schedule
Classification Systems

• ADM  Administration
• ADM 1  Policies and Procedures
• ADM 2  Reports
• ADM 5  General Services
  – ADM 5-1  Motor Pool
  – ADM 5-2  Vehicle Maintenance
• ADM 10  Office Supplies
## Records Retention Schedules

<table>
<thead>
<tr>
<th>Item</th>
<th>Series Title</th>
<th>Description</th>
<th>Cut-Off</th>
<th>Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>251</td>
<td>Permits</td>
<td>Fire Permit</td>
<td>Annual</td>
<td>7 years</td>
</tr>
<tr>
<td>252</td>
<td>As-Builts</td>
<td>Constructed</td>
<td>Project</td>
<td>20 years</td>
</tr>
<tr>
<td>253</td>
<td>Site Plans</td>
<td>Condominiums</td>
<td>N/A</td>
<td>Permanent</td>
</tr>
</tbody>
</table>
Records Life Cycle

Creation → Active → Transfer → Inactive → Dispose

Draft
Revise
Final
Index

File
Retrieve

Transfer
Box List

Records Center:
Box No
Location
Reports
Destruct
Circulation

Archive
Finding Aids
Vendors (Partial List)

• Zasio: Versatile
• Omni Rim
• Triad: Gain
• RecFind
• Quadra: Star
2. Convergence of Records Management Software

• Conventional Paper Based
• Electronic Documents
Records Life Cycle

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- Retrieve
- Transfer Box List

- Records Center: Box No Location Reports

- Archive
- Finding Aids

Index burden begins at creation
Vendors

- Tower Software: Trim
- TrueArc (formerly Provenance Systems), Bought by Documentum
- Zasio: Versatile (Enterprise Version)
Convergence (RM)

Records Management (Electronic)  Records Management

Records Management (Paper)
3. Convergence of EDMS Software

- Imaging
- Electronic Folder Management
- Workflow
- Document Management
- Web Pages
- COLD
- Etc.
Software

- Imaging
- **Electronic Foldering**: Can hold any document format such as ASCI, MS Word, Acrobat PDF, Images etc.
- Workflow
- **COLD**: Computer Output Laser Disk (Now Computer On-Line Data Reports).
Software

• **Document Management.** Began in manufacturing and in law offices.
• Provides library services for collections of documents, usually electronic.
• **Version Control, rendition control, charge-in charge-out**
• Examples: FileNet (Saros), PC Docs, Documentum,
EDM Convergence

Email
COLD
Imaging
WEB Pages
Document Management

Content Management
4. Convergence of EDMS and Records Management

**Supports:** Workflow, E-forms, Integration with Line of Business Systems, Enterprise Wide Integration, E-mail, E-commerce, E-government, Business Process Improvement, Defense against legal attack

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Content Management

Records Management
Document Management Vendors that offer Records Management

- Documentum (bought TrueArc)
- Open Text: Livelink (bought RIMS)
- Hummingbird
- Tower Software: Trim
Document Management Vendors that Partner with RM Software Vendors

- FileNet
- iManage
- Optica
- Stellent
DoD 5015.2-STD

• Department of Defense functional requirements for Records Management
• Design Criteria Standard for Electronic Records Management Software Applications
• Based on current NARA regulations
1. Record Identifier
2. File Code
3. Subject
4. Date Filed
5. Addresses
6. Location of Record
7. Media Type
8. Record Format
DoD 5015.2-STD

9. Document Creation Date
10. Author or Originator
11. Originating Organization
12. Retention Instruction Code
13. Retention Cutoff Date
14. Retention Action Date
15. Retention Action Code
16. Vital Record Code
5. Indexing

- Most of these technologies are index intensive
- Indexing is expensive
- Indexing can cost more than the rest of the system including hardware and software
- Indexing can cost $.15 to $.50 per page
Indexing

- Indexing takes work and discipline
- Culture change
- Many systems fail.
- Often because of indexing burden
Ways to Reduce Indexing

• Good index screen design
• Drop Down Menus, code shortcuts
• OCR/ICR, Bar Code
• Electronic Forms
• HTML and XML tags
• Text Indexing
• Capture index info from data base
• Get someone else to do it!
• Auto-classification
The End
Thank You!