

Convergence

ARMA - AIIM

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Seattle, WA

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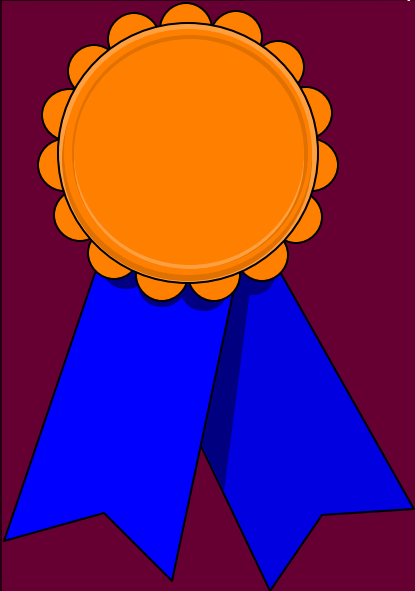
- President of Cary Information Consulting (CIC): Records Management and Electronic Documents.
- Past Member of AIIM and ARMA
- EmTAG
- Master of Information Technologies (AIIM)
- National Archives (NARA)
- Washington State Archives

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

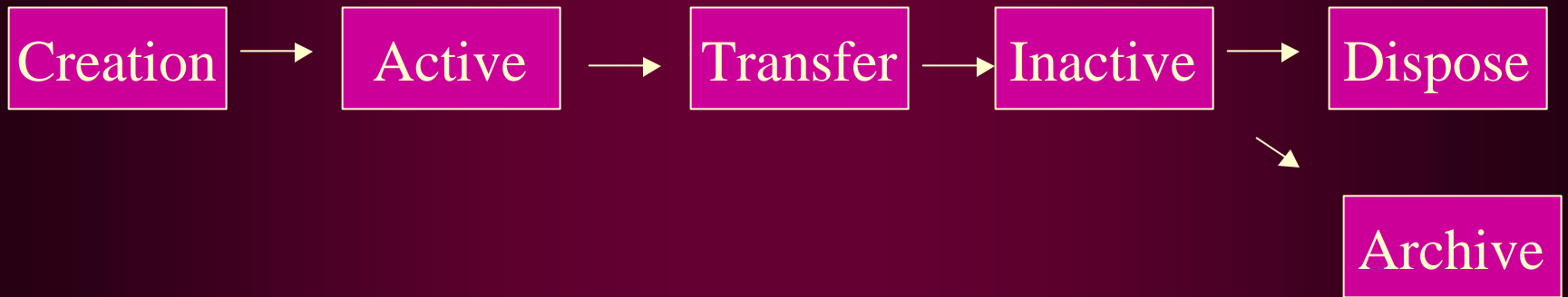
Things that are going well

- Basic EDMS functionality getting better
- Processing Power
- Communication Bandwidth
- Storage capacity
- Costs coming down

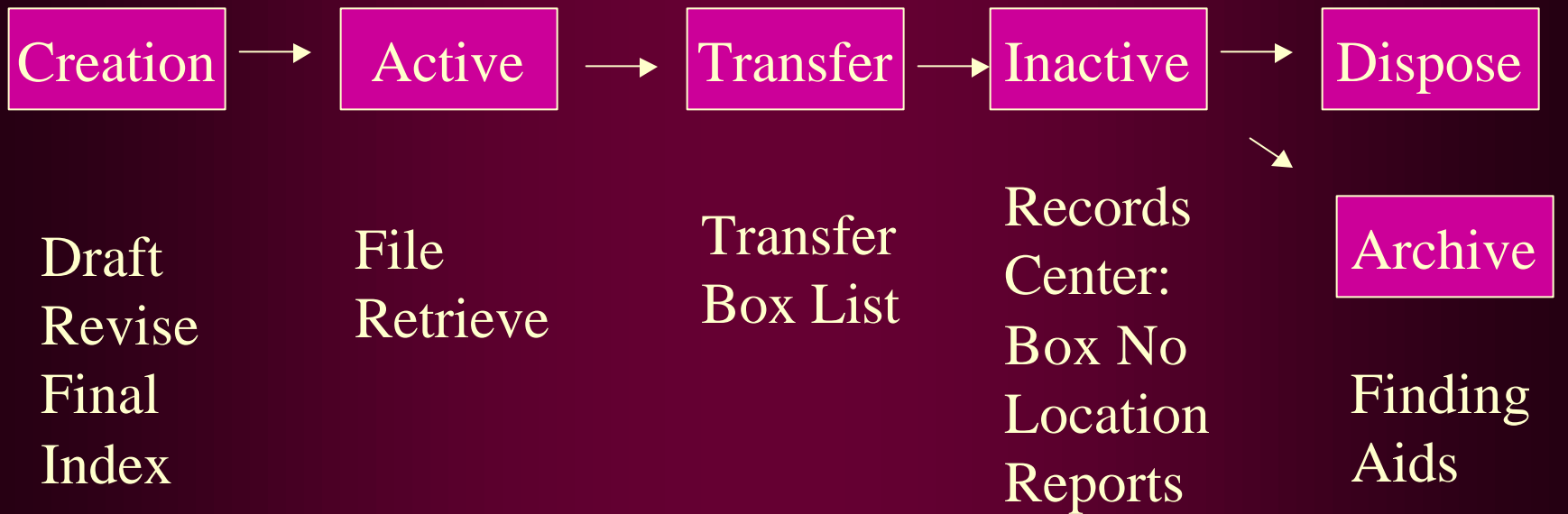
2. Convergence of Records Management Software

- Conventional Paper Based
- Electronic Documents

Records Life Cycle



Records Life Cycle



Classification Systems

Records Retention Schedule

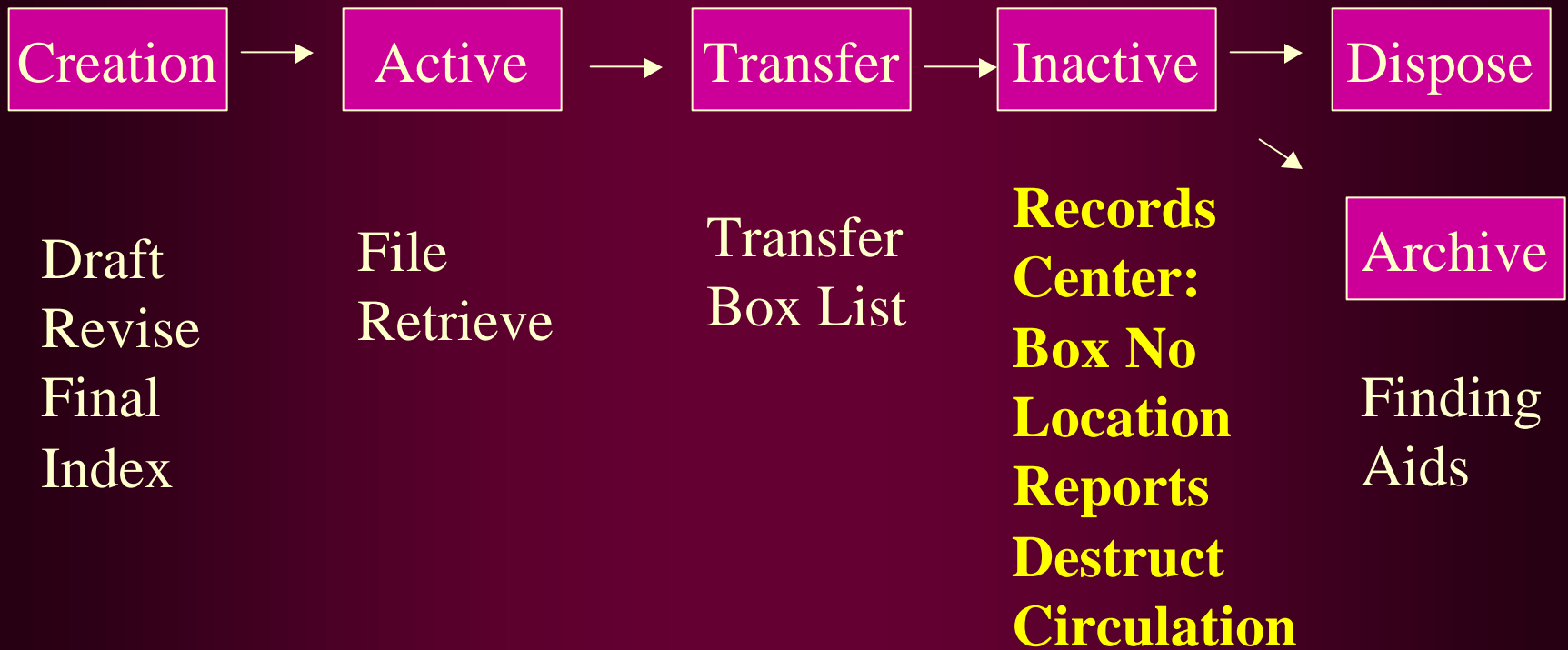
Classification Systems

- 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

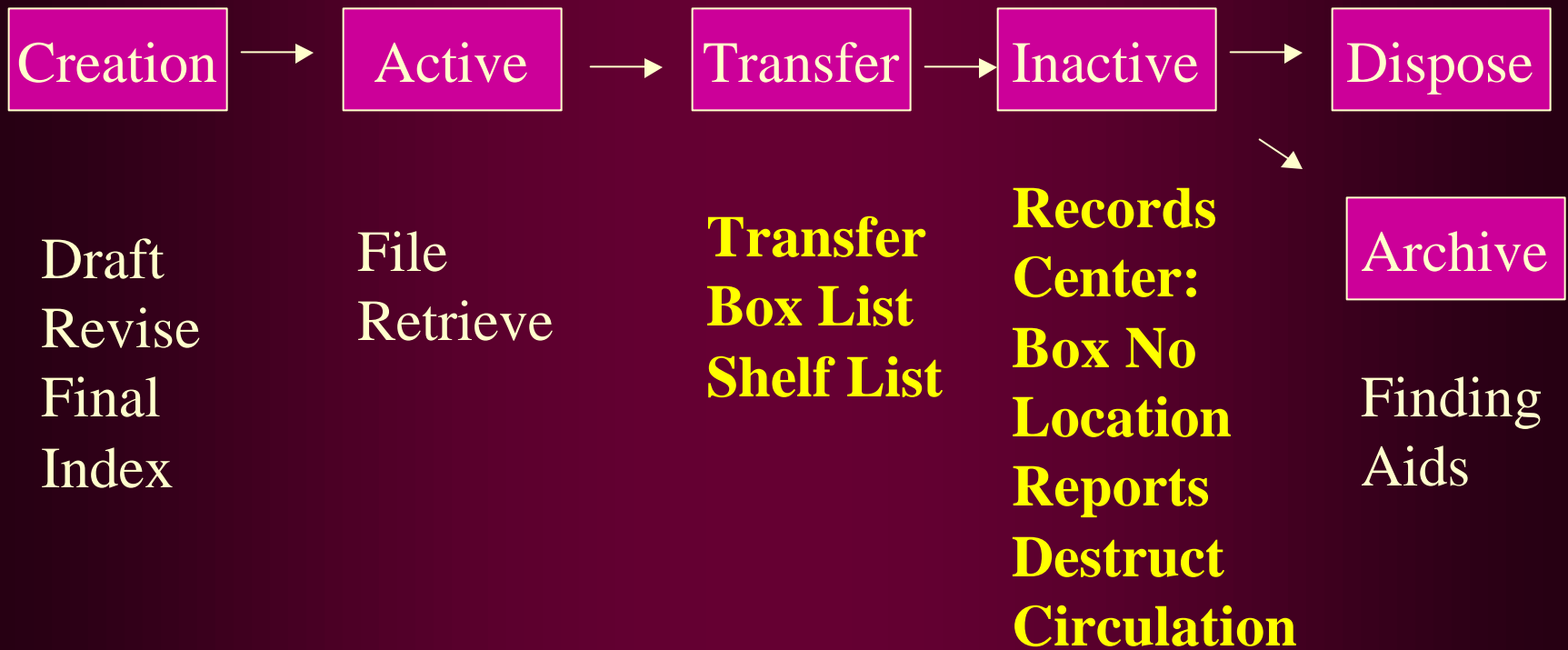
Records Retention Schedules

Item	Series Title	Description	Cut-Off	Retention
251	Permits	Fire Permit	Annual	7 years
252	As-Builts	Constructed	Project	20 years
253	Site Plans	Condominiums	N/A	Permanent

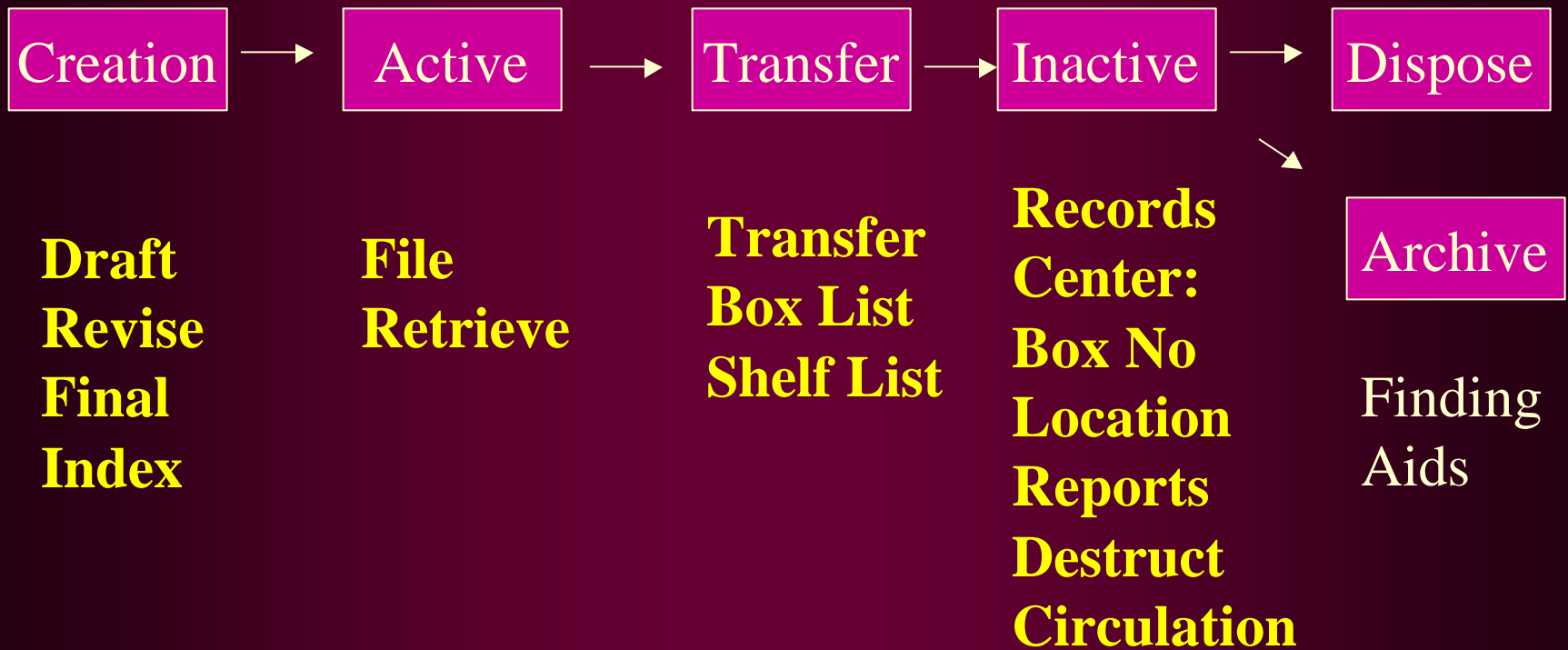
Records Life Cycle



Records Life Cycle



Records Life Cycle



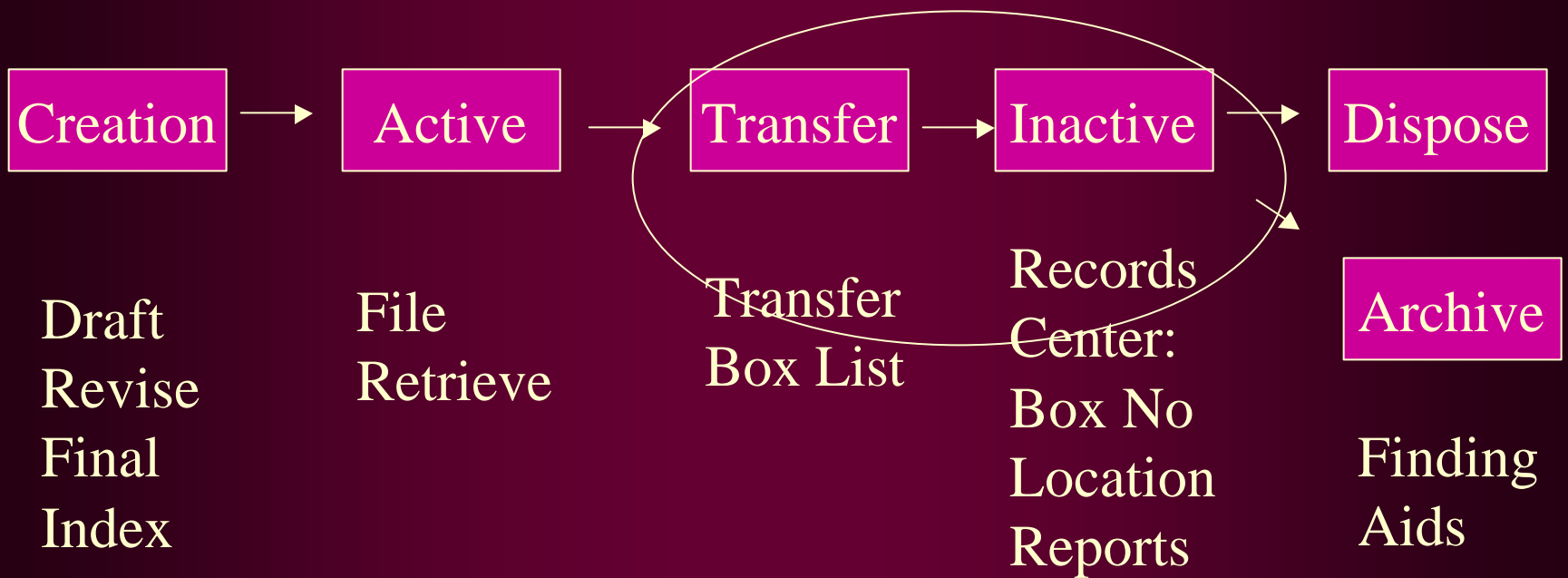
Vendors (Partial List)

- Zasio: Versatile
- Omni Rim
- Triad: Gain
- RecFind
- Quadra: Star

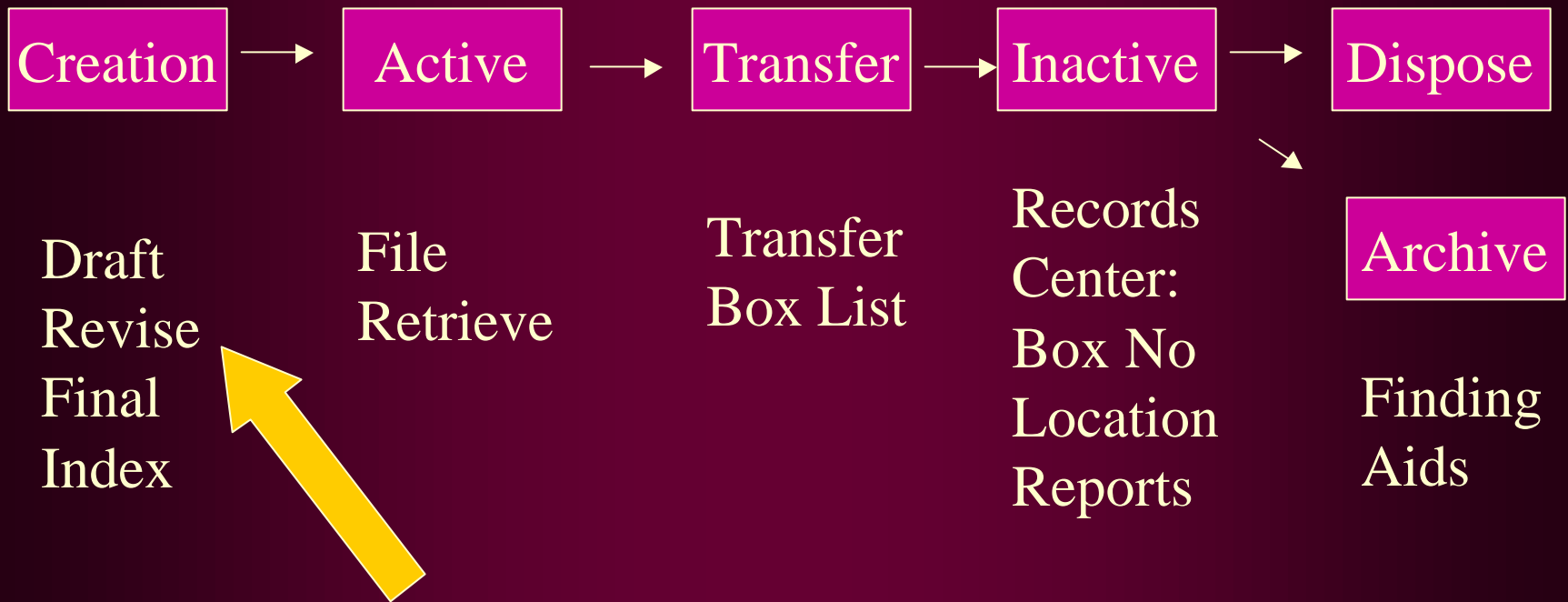
2. Convergence of Records Management Software

- Conventional Paper Based
- **Electronic Documents**

Records Life Cycle



Records Life Cycle



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 (Paper)

Records Management

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 ASCII, 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



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

Content Management



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

DoD 5015.2-STD

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!