

Procedure 1310.25
Issued: October 5, 2001
Effective Date: August 1, 2000

SUBJECT: Electronic Document Management and Imaging Systems (EDMS) Standard

APPLICATION: Executive Branch Departments and Sub-units

PURPOSE: To standardize the required functionality of electronic document management and imaging systems acquired and used by state operating units (OU).

CONTACT AGENCY: Department of Information Technology (DIT)
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SUMMARY: The objectives of this standard are to:

- Provide State OU's a common approach to support individual and enterprise electronic document management and imaging functions.
- Position the State to provide electronic document management and imaging in support of electronic commerce.

GENERAL INFORMATION:

A document is defined as "any container of coherent information". The media of these containers could be paper, microfilm, microfiche, fax or electronic file. Document management is "the process of managing documents through their lifecycle to meet a business need; from inception through creation, review, storage, dissemination and destruction".

An electronic document management and imaging system must contain the following:

- Document management and imaging features including
 - ❖ Receipt and entry of documents into a DMI system
 - ❖ Management of documents and folders of documents
 - ❖ Processing of documents (workflow)
 - ❖ Data extraction from documents
 - ❖ Collaboration / sharing of documents
 - ❖ Implementing the legal retention of documents (records management)
- Interoperability (the degree of global integration, compatibility, flexibility, and connectivity necessary for the seamless flow and management of information as a shared, reusable asset)
- Scalability (the capability of a document management system and related network infrastructure to expand to accommodate increased volumes and new business functions over time)
- Browser-based user interface

The electronic document management and imaging system should also comply with the following industry interoperability standards:

- DMA – Document Management Alliance (document management system to document management system) available at <http://www.aiim.org/dma>
- WfMC – Workflow Management Coalition (workflow system to workflow system) available at <http://www.wfmc.org>.
- The electronic document management and imaging system should allow compliance with the DoD 5015.2 records management standard available at <http://jitc.fhu.disa.mil/recmgt/#standard>

No single document management system excels in providing the complete functionality of document management and imaging. Document management and imaging systems each contain functionality that discriminates among the vendor community. Some vendors excel in web-centric environments, while others are strong in production imaging. To provide for the various business needs of State OU's and meet the interoperability, scalability and electronic commerce direction of the State enterprise, the following products have been approved as meeting the State's business requirements as well as the State's electronic document management and imaging software standards:

- ❖ LiveLink from Open Text (strengths: designed for a web-centric environment; well-integrated components; strong in collaboration);
- ❖ Panagon from FileNET (strengths: proven track record in production imaging)

Procedure:
Maintenance:

DMB: Acquisition Services shall not approve any acquisition or purchase request without confirmation from the Department of Information Technology, Office of Research and Policy that such request is in compliance with the standard.

Operational Unit: Any and all projects, consulting requests, equipment and software acquisition requests, or ITB's relating to Electronic Document Management and Imaging Systems must include the use of one of these two products as the core component of the document management and imaging system. All document management and imaging systems will be subject to review for compliance with this standard.

DIT: The Office of Strategic Policy will review this standard on a continuing basis and make recommendations for changes. An appropriate group of staff, representing a wide-range of State Operational Units, will review and possibly revise these standards and guidelines as often as needed.

Exceptions from this standard for reasons other than those outlined above will be made through the exception handling process described in the Exception Process Template.

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