

# HP TRIM Costs

HP TRIM is an enterprise available solution that is already procured for use by state agencies.

- One-time license fee for each named TRIM user
- Annual cost for storage and use
- Annual license maintenance fee

HP TRIM is **cost-effective** because multiple agencies share the investment in the hardware and software. Billing is calculated according to the amount of storage space each agency occupies, plus user fees.

## Did You Know?

The **Records Reproduction Act** (MCL 24.401–406) authorizes the reproduction of public records by Michigan government agencies. Agencies that want to destroy original documents and use their digital images as their official record must create their images according to the State of Michigan's standards. These standards, and accompanying best practice documents, are available online at [www.michigan.gov/recordsmanagement/](http://www.michigan.gov/recordsmanagement/). **Records Management Services** administers the State of Michigan's master contracts with a vendor who scans records in compliance with these standards.



State of Michigan  
Records Management Services  
3400 N. Grand River Ave.  
Lansing, Michigan 48909  
517-335-9132  
[www.michigan.gov/recordsmanagement/](http://www.michigan.gov/recordsmanagement/)

State of Michigan

Records  
Management  
Services



# HP TRIM

Total Records and Information Management



# HP TRIM (Total Records and Information Management)

## What is HP TRIM?

HP TRIM is a robust enterprise available document management solution that state agencies can use to centrally manage electronic records, regardless of format.

HP TRIM is a shared solution that is administered by DTMB, **Records Management Services** (RMS) for state agencies to use. HP TRIM functions out of the box, with no custom coding or programming.

## Core Functionality

- Document Management
- Electronic Image Management
- Workflow
- Records Management

## Technical Requirements

- SOM employee login (or contractor with Active Directory credentials)
- State networked computer
- SOM1 environment



## Common Problems Resolved

- Disorganized records
- Records distributed across multiple storage devices (e-mail accounts, shared drives, hard drives, CDs, paper files, etc.)
- Slow and unsuccessful search and retrieval of records
- Trouble complying with FOIA timelines
- Challenges with sharing records among co-workers
- Difficulty tracking which document is the most recent version of a record
- Insufficient security to protect confidential or sensitive records
- Employees accessing records that do not relate to their job duties
- Employees keeping their own duplicate copies of records
- Retention periods that are not followed and records that are retained too long
- Records that are destroyed without the authorization of a Retention and Disposal Schedule or in violation of a litigation hold order



## Technical Features

- Thick client software
- Interface integrated with desktop software including Outlook, GroupWise, Word, Excel, PowerPoint and SharePoint
- Granular security
- Centralized repository for all content, regardless of format
- Records owned by the business process, instead of individual users
- Version control for modified documents
- Powerful search engine
- Litigation hold

## How do you get started?

Contact the Records Management Services at **517-335-9132**. A records analyst will conduct a needs analysis for your agency that will include a full analysis of your business processes and recordkeeping requirements. If the analysis determines that HP TRIM is the best solution for your agency, the analyst will develop a charter that includes an implementation timeline and a cost estimate. RMS hosts monthly **demonstrations** of HP TRIM for agencies interested in learning more.

