

# IRMA

Image Repository For Michigan Agencies



## **What is IRMA ?**

IRMA is a new storage and retrieval service being offered to state agencies by the Department of Management and Budget, Records Management Services (RMS). In addition to the paper and microfilm storage services RMS has provided over the past 50 years, it is now offering a digital storage solution. IRMA is a consolidated image repository available to any state agency located inside the states firewalls.

## **Why IRMA ?**

Many state agencies can benefit from the use of document imaging technologies but are unable to justify the purchase of their own system. IRMA consolidates the use of imaging technology and shares the administrative and technology expenses and expertise among many agencies. Business resumption, decentralized search and retrieval, easy distribution of information, office space reduction, and the elimination of lost documents are among the benefits of IRMA and imaging technologies.

## **Who should use IRMA ?**

The current IRMA model fits best with agency applications that require simple store and retrieve functionality, that require multiple user access and/or are vital to the states continued business functions.

## **How to implement IRMA ?**

Records Management Services assist state agencies with the design and development of their application. They help the agency insure that their records retention and retrieval requirements are met and that imaging technology is a cost effective solution. The Department of Information Technology supports IRMA technologically by providing a secure network environment and hosting services.



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