

IRMA Costs

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- One-time cost for image capture will vary for each record collection
- Annual cost for storage and use = \$150 per GB per year
 - 1 GB = 30,000-45,000 pages

IRMA 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 application occupies.

Private-sector service providers often charge customers per page, which costs more than IRMA's per gigabyte model. Complex digital image management and document management software is significantly more expensive, because agencies pay for servers, software, hardware, system design, consulting, IT maintenance and fees, which often add up to hundreds of thousands of dollars.

The **IRMA cost model** puts digital image management within the reach of both large and small agencies, and facilitates business process improvements and efficiencies.



State of Michigan
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Did You Know?

The Records Reproduction Act (MCL 24.401–406) authorizes the reproduction of public records by Michigan government agencies at all levels. It also requires Records Management Services to promulgate standards for microfilming and digital imaging. These standards, and accompanying best practice documents, are available online at www.michigan.gov/recordsmanagement/. All state agencies are responsible for complying with these standards when reproducing public records. Records Management Services administers the State of Michigan's master contracts with a vendor who microfilms and digitally images records in compliance with these standards.

State of Michigan

Records Management Services



Image Repository for Michigan Agencies



Image Repository for Michigan Agencies (IRMA)

What is IRMA?

IRMA is a digital image storage and retrieval service offered to state agencies by **Records Management Services (RMS)**. It is hosted and supported by DTMB-IT.

IRMA is an affordable and cost-effective solution that puts digital image management within the reach of both large and small agencies, and facilitates business process improvements and efficiencies.

IRMA consolidates the use of imaging technology and shares the administrative and technology expenses among multiple agencies, making these services more economic for all. RMS provides expertise about best practices and administers the system for the agencies that use it.

Agencies using IRMA also avoid complicated procurement processes, and can get started quickly and easily.

How does IRMA work?

IRMA supports the storage, search and retrieval of static records. Digital images converted from both paper and microfilm can be stored in IRMA.

Some older microfilm systems were replaced by IRMA. For example, by importing index data associated with microfilm an agency can find its records that are stored on the film, but avoid the cost of scanning. In addition, the agency

can create digital images day forward. IRMA allows the agency to search for its records in both the old microfilm and the new digital images using a single search interface.

IRMA users access their records by logging in through the State of Michigan's intranet. No software is loaded on the computer desktop, which makes deployment fast and easy. The secure login process ensures that users only access the records with which they are authorized to work.

DTMB-IT provides the technical support for IRMA, including a secure network environment and hosting services. Agencies work directly with RMS to configure, deploy and maintain their IRMA applications.

Benefits

Among the benefits of IRMA and other imaging technologies are:

- Decentralized search and retrieval
- Easy distribution of information
- Elimination of lost or misfiled documents
- Office storage space reduction
- Rapid business resumption for disaster recovery

Who should use IRMA?

The IRMA model best fits agency applications that require simple store-and-retrieve functionality, multiple user access, and/or are vital to the state's continued business functions. IRMA can help improve business processes and office efficiency.

Examples of IRMA Applications

- Accounts payable records
- Electronic requests for payment
- Board and commission minutes
- Licensing files
- Agreements and contracts
- Land/property records
- Permits
- Inspection records

How do you get started?

Contact the Records Management Services at irma@michigan.gov. A records analyst will conduct a needs analysis for your agency that will include a full analysis of your business process and recordkeeping requirements. If the analysis determines that IRMA is the best solution for your agency, the analyst will develop a Memorandum of Agreement (MOA) for repository services, a Statement of Work (SOW) for imaging services, and a cost estimate and justification for all services.

Once the images are ready, RMS will import them into the repository, configure the database for searching per the agency's requirements, and establish user accounts.

Schedule a demonstration for your agency today!