



I R M A

Image Repository for Michigan Agencies

What is IRMA?

- Imaging Repository for Michigan Agencies
 - Developed to provide simple store and retrieve functionality for state agencies
 - A digital records center for active and inactive records
 - Low cost digital storage alternative

IRMA Users

- 36 Different Applications
- 125 Databases
- 10 Departments
- 22 Agencies
- 804 Users

IRMA Users

- DMB
 - Accounts Payable
 - Journal Vouchers
- HAL
 - Archives
 - Local Gov. RRDS
 - Historical Preservation
- House of Reps.
 - Committee Records
- DEQ
 - Oil & Gas wells
- Agriculture
 - Farmland Agreements
- DIT
- Treasury
 - MET Program
- DLEG
 - Accounts Payable
 - Commercial Licensing
 - Construction Codes
 - OFIS
 - MSHDA
 - Liquor Control
 - Workers' Compensation
 - Wage and Hour
- DCH
 - Medicaid
 - Facilities
 - Health Professions
- MSP
 - Incident Reports
 - Sex Offender Registry

The IRMA Basic Model

- Records are submitted to the state's imaging vendor for scanning
- Vendor provides images and indexes to Records Management Services (RMS)
- RMS imports images into IRMA and notifies agency
- Agency has access to images via intra-net

Steps to IRMA

- Situation Analysis, Cost Estimate, and Justification
- Image Capture Testing
- Configuration Development and Testing
- Final approvals by agency
- User groups established
- User training (as necessary)
- Production

Requirements

- State employee (or contractor with Active Directory credentials)
- State networked computer
- Internet Explorer

Security

- Based on windows log-in (active directory)
- User groups are managed by RMS through the DIT-161 process upon authorized agency request
- Images and index encrypted point to point
- Hosted by DIT using SAN Level 2 Storage
 - Nightly backup, disk redundancy, intrusion detection, virus protection, etc.

Costs

- Base model
 - One-time cost for image capture - varies by record collection
 - Annual cost for IRMA storage and use
 - \$132 per GIG per year
 - (30-45 thousand pages)
 - Approximately \$.005 per 8 ½ x 11page

Imaging Costs

- Components of a Typical Job Include:
 - Document Preparation
 - Data Entry
 - Document Scanning
 - Media Delivery

For Example

- DMB Accounts Payable:
 - Average cost per page: \$0.0945
 - Average cost per transaction (5 pages): \$0.47
 - Average yearly total cost: \$19,832

IRMA Storage and Maintenance Costs

Fiscal Year Database	# of Documents (Transactions)	Size in GB	Cost Per Year	Average Cost Per Transaction
DMB - ACCOUNTS PAYABLE FY 03/04	49353	7	\$ 922.00	0.0187
DMB - ACCOUNTS PAYABLE FY 04/05	33878	7	\$ 922.00	0.0272
DMB - ACCOUNTS PAYABLE FY 05/06	48044	8	\$ 1,054.00	0.0219
DMB - ACCOUNTS PAYABLE FY 06/07	36616	6	\$ 790.00	0.0216
DMB - ACCOUNTS PAYABLE FY 07/08	41973	7	\$ 922.00	0.0220
DMB - ACCOUNTS PAYABLE FY 08/09	41973	7	\$ 922.00	0.0220
DMB - ACCOUNTS PAYABLE FY 09/10	41973	7	\$ 922.00	0.0220
TOTAL			\$ 6454.00	

➤ Demonstration

IRMA Pilot Projects

- DEQ Oil and Gas Well Files
 - Library Services
 - Redaction.
- DCH 837 Files
 - Drag and drop files from a share drive
- DLEG Office of Wage and Hour
 - Decentralized Task Scanning
- DCH Lead Poisoning Prevention
 - Multiple File Types
 - Limited OCR
 - Daily Web Updating
- DIT/HAL Enterprise Content Management Committee
 - Library Services
 - Version Control
 - All Desktop Documents
- DEQ Quality Management Program
 - Web-based uploading
- DLEG Commercial Licensing
 - Decentralized Batch Scanning
- MSHDA
 - Compound Documents
 - OCR
- MSP
 - Redaction Through Web

Questions?

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Records Management Services