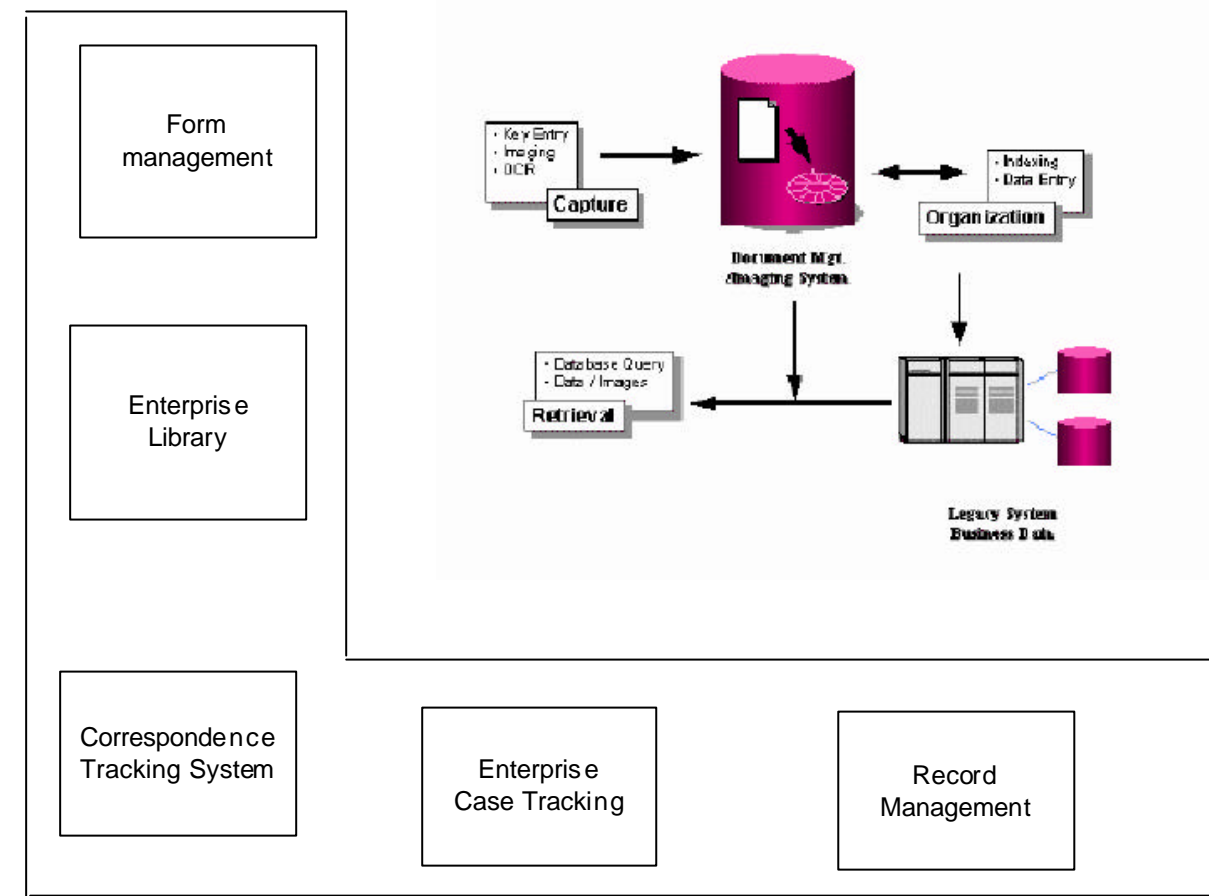


Document Management System

- E-forms
- Forms Processing
- E-signatures
- Content Management
- Search ability
- Workflow
- Imaging
- Remittance processing
- Archiving / purging
- Accessibility
- Document Management
- Records Management
- Legal issues (ie: retention, signatures, etc.)
- Audit logging
- Items discussed but owned by other teams:



These are the technology components that provide the tools required to accomplish comprehensive document management.

- Document capture/creation
- Indexing
- Storage
- Routing and distribution
- Search and retrieval
- Display and view
- Output and publishing.

Definition: Document Imaging

Imaging is the electronic capture, storage, management, communication and retrieval of documents that have been converted from paper to digitized form. Imaging technology allows these images to be displayed, annotated and distributed throughout the organization, and to be stored and retrieved from a variety of image storage media.

Strategy

A document imaging system can potentially reduce paper document storage costs, improve document sharing, provide faster access to documents, and route documents electronically. Such systems can also eliminate the delays inherent to the handling of paper, thereby improving customer service through faster access to information. All paper documents requiring access by multiple users or applications are candidates for document imaging. As with all new technology, a cost benefit analysis should be prepared prior to the purchase of such a system.

Policy

- Digital documents with proper system documentation are recognized as records of legal evidence. (NDCC 54-46.1-02.1, 54-46.1-03, & 31-08-01)
- It shall be the responsibility of the agency to establish the legality of its digital documents.
- Where practical, document imaging should be used as an input source for multiple applications.
- A document management system shall be included in the development of the imaging system to manage the electronic input, storage and retrieval of the images.
- The development of a new or the upgrade of a document imaging system shall include a review of the system with Records Management for evaluation with state records retention policy
- Workflow analysis and redesign shall be included with every document imaging project.
- Acceptance testing shall be completed when outsourcing a document scanning project. If document scanning is done internally, quality control procedures should be implemented.

Standards

- Tagged image file format (TIFF).
- Document compression = Consultative Committee International Telephone & Telegraph (CCITT) Group 3 & 4.
- Picture compression = Joint Photographics Expert Group (JPEG).

Definition: Document Management

Document management is one component of an Electronic Document Management System. Document management involves capturing, storing, archiving, and retrieving electronic records created using desktop or other applications.

Strategy

Document management targets processes with the following electronic record needs:

- Storage of desktop application documents in their native format.
- Rendering of documents from specialized to standard formats.
- Document control through the entire lifecycle.
- Central all-inclusive document repository.
- Efficient access across the enterprise.
- Document editing and revision.
- Version control & legal audit trail.
- Viewer technology allows users to access documents without access to the original application.

Policy

- The document management system should be the preferred system for storage of organizational documents.
- Stored documents shall be indexed to enable search and retrieval.

Standards

- FileNET Panagon Content Services

Document Category

File Control Offices
Case Control Offices
Immigration Information Office
Perform
Record Management

A-File number and structure

010-00-000 The last three digit is used for tracking
The file have four version
A: original file
T: temporary file
W: work file
S: sub file

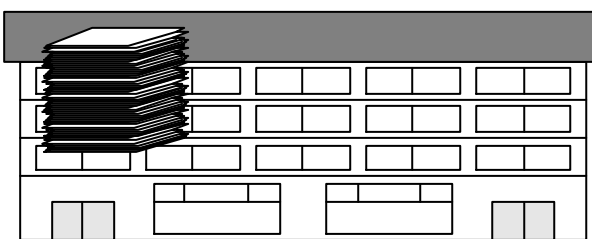
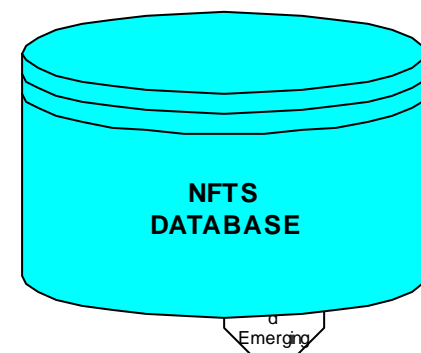
Number starting with WAC, EAC and DAC is not a A number.

Alien Files

Transfer Requested
A-Files to Destination site
By dedicated contractors

National Records Center located in Summit, Missouri.

Currently A-Files are stored locally. Files are physically transferred to the destination sites. In the near future, all A-Files will be stored in the National Records Center. Files are mailed to local offices as needed and return to the center for storage.



Practical Enterprise Architecture	Data Architecture			
	Document Management			
	SIZE	FSCM NO	DWGNO	REV
	John Wu			SHEET 1