Enterprise Content Management (ECM)
Scott County
Board of Supervisors Presentation - October 20, 2015

ECM PROJECT OVERVIEW

ORGANIZATION OVERVIEW

15+ Offices/Departments

- 250+ Record Sets
- >1 TB of files stored
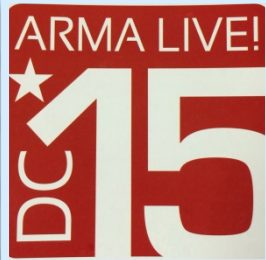- ~ 2,000,000 images stored

Strengths

- Storing large record sets
- Retrieving specific records
- Customer service

Weaknesses

- Searching multiple record sets
- Information Life Cycle Management
- Defensible deletion

INDUSTRY REVIEW

Association of Records Managers and Administrators
- Founded in 1955
- Legislative and regulatory updates
- Standards and best practices
- Global network of 27,000+ information management professionals and more than 10,000 professional members

Certifications
- Information Governance Professional certification (IGP) - ARMA International
- Certified Records Manager (CRM) - Institute of Certified Records Managers (ICRM)
- Certified Information Professional (CIP) - AIIM International

Vendors
- Dozens of ECM vendors

ECM PROJECT TIMELINE

* October 5th – RFP issued for ECM application as well as conversion and implementation services
* October 14th – Vendor pre-bid conference
* October 16th – Answers to vendor questions due from County
* November 3rd – Vendor proposals due
* November 17th – Vendor short list due
* December 8th, 9th, and 10th – Vendor demonstrations
* December 20th – Recommendation to BoS
* December 23rd – County issues notice of intent to award
* January 4th – Contract negotiations begin

For more info . . .
http://www.scottcountyiowa.com/fss/purchasing

ECM Major Project Goals
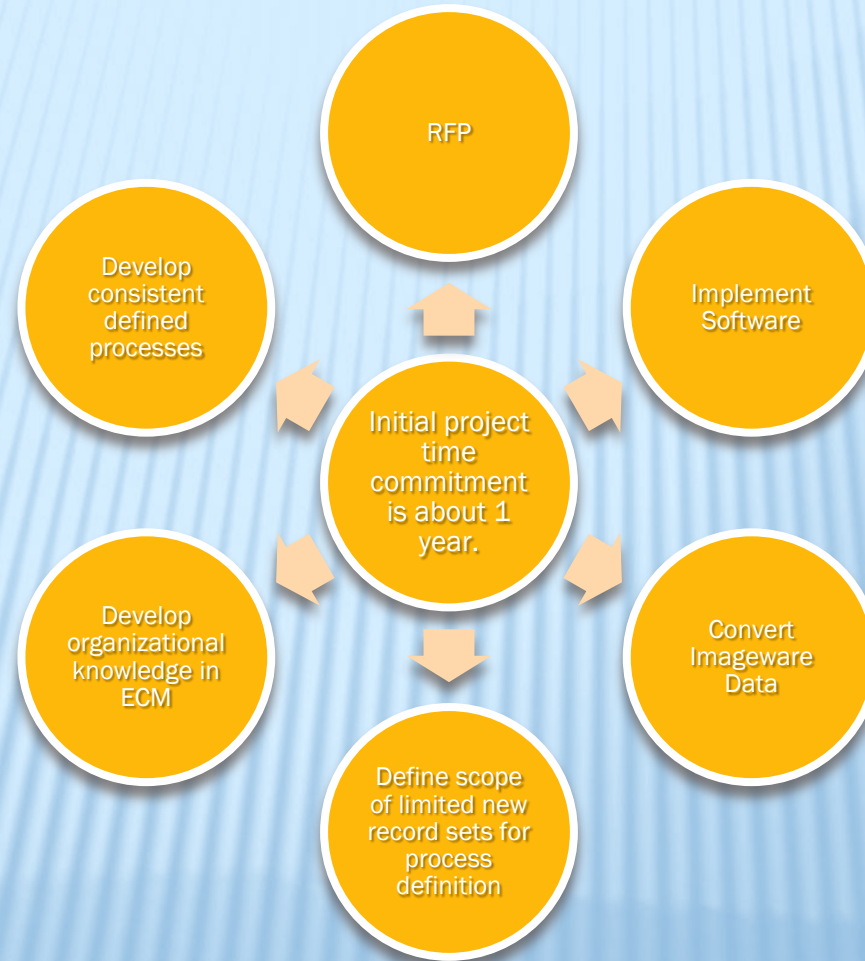

- Migrate Canon Imageware
- ERP and HR document management
- Develop staff ability to incorporate ECM in critical line of business applications

ECM PROJECT OUTCOMES

- Leverage County technology investment
  - HP Servers & Storage/VMware server virtualization
  - Toshiba MFP's
- Apply Records Information Management (RIM) Standards
  - Evaluate and implement relevant RIM standards
  - Develop Record Taxonomy skill set
- Better public record access and searchability

ECM PROJECT TEAM TIME COMMITMENT

SCHEDULE (BOARD PERSPECTIVE)

- December 8th, 9th, and 10th – Vendor demonstrations
- December 20th – Recommendation to BoS

QUESTIONS?