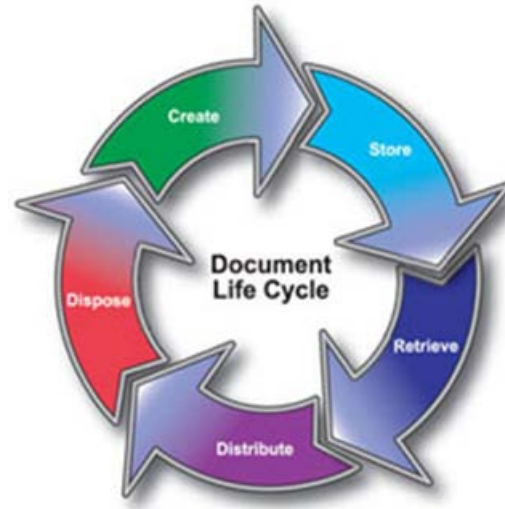


# Enterprise Content Management Project



## Mission

To provide strategic oversight for a document management solution for the management, creation, storage, retrieval, and expiry of information stored as a document in Fort Bend County.

# Enterprise Content Management Project

**April 2012, Ray Webb presented the I.T. Strategic Plan to Commissioners Court.**

- #1 Initiative from the governance teams and key stakeholders:
  - “To provide an Enterprise Content Management Solution (ECM).”

# Enterprise Content Management Project

The County is Drowning in Paper!



# Enterprise Content Management Project

## How is Fort Bend County currently managing records?

- Some initiatives for document management in use, i.e., S.O. (Tiburon with Image Now), Tax (PaperVision Capture), Judicial Stakeholders (Odyssey), County Clerk (GRM for records/vitals and real property.)
- Department/Offices use shared network drives for storage of documents, drawings, forms, etc...
- Paper copies in file cabinets and storage warehouses onsite and offsite.



# Enterprise Content Management Project

## What are the Goals of the DMST?

- To develop effective records and information management strategies that achieve compliance for **ALL** Fort Bend County Offices/Departments with increased efficiencies.
- To provide a central repository for **ALL** records and information.
- To generate cost savings by eliminating redundancy of paper, files, and storage.
- To create a process to get the right content to the right people; content that can be found and reused when needed.

# Enterprise Content Management Project

## What will be obtained from an ECM?

- **Enhanced document management practices.** Reduction in paper file storage space, automate manual business processes, and realize operational efficiencies.
- **E-Forms, E-Signatures, and Workflow.** Includes storing scanned and electronic documents.
- **Disaster recovery for County Documents and Records.**
- **Cost savings.** Eliminates redundancy of paper, files and storage.
- **Compliance.** Align with best practices for governmental records retention.
- **E-discovery.** Needed for litigation.
- **Enhance record security and preservation.**

# Enterprise Content Management Project

## Next Steps for DMST

- Request 2014 CIP funds to conduct a Document / Records Management Survey

# Enterprise Content Management Project

## What will the survey address?

- **Document Management issues**, e.g. document storage, search, access, retrieval, collaboration, etc. and the general management of hardcopy and electronic documents.
- **Records Management issues**, e.g. the existence and use of indexing systems, records retention / destruction schedules and archival.
- **Paper and storage issues**, e.g. eliminate multiple copies of the same paper and electronic file copy plus version control of documents.

***Representing ALL county offices and departments.***



# Enterprise Content Management Project

## What will be done with the information collected?

- The data collected in this survey will be used to get a baseline understanding of document / records management practices in Fort Bend County and develop a budget to implement an ECM System.

# Enterprise Content Management Project

## Next Steps

- Approve 2014 CIP for \$200,000
- Develop an Electronic Document Management Strategic Business Plan to include cost and ROI for 2015 CIP request for this multi-year project.