

# Managing Electronic Records Workshop

Privacy and Security Conference  
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**Information Management Branch  
Strategic Planning and Policy  
Office of the Chief Information  
Officer  
Ministry of Management Services**

# BC's IM Framework – Current Strengths

- IM and IT centralized within the Office of the Chief Information Officer / Chief Executive Operating Officer
- Ministry information resource management plans
- Cross-government IM/IT Governance
  - Legislation (*Document Disposal Act, Electronic Transactions Act, Freedom of Information and Protection of Privacy Act*)
  - Mature policy framework (*Core Policy and Procedures Manual, Recorded Information Management Manual*)
  - Common RM standards/services (*Administrative & Operational Records Classification and Scheduling Systems - ARCS & ORCS*)

## IM Framework – Current Strengths (cont)

- Common IT Infrastructure
  - Standard office suite
  - High-speed network
  - Shared file and print servers
  - Enterprise Document and Records Management System (EDRMS)

# E-Government Plan

- The Office of the CIO has identified seven key foundation functions or components that will support the BC e-Government Plan.
  1. Privacy
  2. Authentication
  3. **Electronic Records Management [including EDRMS]**
  4. Security
  5. Common User Interface
  6. Interoperability Standards
  7. e-Government Management and Central Funding

*e-Government Plan (December 15, 2004)*

# Why an EDRMS?

In 2001 BC Government determined that a corporate EDRMS infrastructure was required to:

- Reduce risks (litigation, compliance, information loss)
- Support e-government
- Provide all government staff with a simple and effective desktop tool for finding, using and managing records
  - Comprehensive
  - Integrated
  - Full lifecycle
- Support long-term e-records preservation

## BC EDRMS – Current Status

- TRIM Context declared the BC Government EDRMS standard
- TRIM configured to BC Government standards
- EDRMS service delivery infrastructure established
- 3,500 licenses purchased
- Implementations in Ministry of Forests and Ministry of Transportation

# EDRMS Demonstration

- Approach
  - Desktop integration with MS Office and Outlook
  - Comprehensive – physical files and electronic documents
  - Business focus – enable retrieval by business activity / subject
- Ease of use
  - Powerful, flexible searching
- Leverage existing standards
  - Apply classification systems and retention schedules (in background)
- Access, security and audit controls
- Version control, workflow, integration with other applications

## EDRMS - Summary

- Establishes a critical, common infrastructure for e-records management
- Standardization of IM practices across government
- Future integration with
  - other IM software (workflow, collaboration, web publishing, etc.)
  - *business processes and applications*
- EDRMS is only one part of an ECM architecture

## The IM Challenge

- Government requires a comprehensive information management infrastructure (standards, policies and integrated applications and services) that enables government electronic documents and information to be managed and preserved as complete, reliable and accessible records.

*e-Government Plan* (December 15, 2004)

## Current IM Initiatives

- e-Government Plan (CIO)
- IM legislation
- Comprehensive policy and procedures framework
- Metadata standards
- Digital storage management and preservation

## More Information

- IM/IT Strategies and Governance
  - Chief Information Office - [www.cio.gov.bc.ca](http://www.cio.gov.bc.ca)
  - Core Policy and Procedures Manual - <http://www.fin.gov.bc.ca/ocg/fmb/manuals/CPM/CPMtoc.htm>
- Records Management
  - Corporate Records Management Branch - [www.mser.gov.bc.ca/crmb](http://www.mser.gov.bc.ca/crmb)
- EDRMS
  - Project site [Intranet] - <http://gww.EDRMS.gov.bc.ca>
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