



# Electronic Document Management Solutions

February 18, 2009

# Expectations from email

- Customizability
- Cost
- Support
- Routing Options

# What is EDMS?

An electronic document management solution (EDMS) is the method of organizing, storing, and retrieving both paper and electronic documents and files.

# Why use EDMS?

- Increased productivity
- Reduced Physical Storage Space
- Disaster Recovery
- Improved File Management
- Minimize Downtime

How much does EDMS really cost?

What does it cost to NOT have EDMS?

# ROI Calculator - Time & Resources

## Questions to Consider

- How many people in your agency or court handle paper documents?
- How many minutes does it take to retrieve a paper document?
- How many times does each person retrieve a paper document per day?
- How many times is a single piece of paper touched in a day?
- How many minutes a day is spent making paper copies?

# Examples

- 2 people spend 3 hours filing/making copies each day
  - $\$15/\text{hr} \times 3 \text{ hours} \times 2 \text{ people} = \$90/\text{day}$
  - $\$90/\text{day} \times 260 \text{ days}^* = \$21,600$
- 1 person spends 2 hours preparing files for court each day
  - $\$15/\text{hr} \times 2 \text{ hours} \times 1 \text{ person} = \$30/\text{day}$
  - $\$30/\text{day} \times 260 \text{ days}^* = \$7,800$

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- What if the file is lost?

# ROI Calculator - Costs & Storage

## Questions to Consider

- How many copies do you make each day?
- How many file cabinets do you maintain whose space could be used for other purposes?
- How much do you spend on filing supplies per month?
- How much do you spend on printed forms each month?
- How much do you spend on off-site storage per month?
- How many hours are spent per month accessing this off-site storage?

# Example

- Paper
  - 50 copies/day = 13,000 pages/year = 26 reams @ \$9.50/ream = \$247
- Filing Cabinets
  - 4-drawer legal size = \$210.00/each
- Filing Supplies
  - 25 hanging file folders/box = \$19.00/each
- Storage Space
  - 12'x20' = \$60/month = \$720/year

# Ten Elements of EDMS

## 1. Location

Where will the files be stored?

# Ten Elements of EDMS

1. Location

**2. Filing**

How will the document be filed?

# Ten Elements of EDMS

1. Location
2. Filing

## 3. Retrieval

How will the document be retrieved?

# Ten Elements of EDMS

1. Location
2. Filing
3. Retrieval

## 4. Security

How will the document be secured?

# Ten Elements of EDMS

1. Location
2. Filing
3. Retrieval
4. Security

## 5. Disaster Recovery

How are documents restored?

# Ten Elements of EDMS

1. Location
2. Filing
3. Retrieval
4. Security
5. Disaster Recovery
- 6. Retention Period**  
How long will document be retained?

# Ten Elements of EDMS

1. Location
2. Filing
3. Retrieval
4. Security
5. Disaster Recovery
6. Retention Period

## **7. Archiving**

How are documents archived for future reference?

# Ten Elements of EDMS

1. Location
2. Filing
3. Retrieval
4. Security
5. Disaster Recovery
6. Retention Period
7. Archiving

## **8. Distribution & Workflow**

How will the correct people see the document at the correct time?

# Ten Elements of EDMS

1. Location
2. Filing
3. Retrieval
4. Security
5. Disaster Recovery
6. Retention Period
7. Archiving
8. Distribution & Workflow

## 9. Creation

How are new documents created?

# Ten Elements of EDMS

1. Location
2. Filing
3. Retrieval
4. Security
5. Disaster Recovery
6. Retention Period
7. Archiving
8. Distribution & Workflow
9. Creation

## 10. Authentication

How are documents authenticated?

Questions?

## Contact information

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