# Idaho Technology Authority (ITA)

## ENTERPRISE POLICY – P1000 GENERAL POLICIES

**Category:     P1030 – ELECTRONIC DOCUMENT MANAGEMENT**

**CONTENTS:**

## I.   AUTHORITY

Authority:  Idaho Code § 67-831 through § 67-833

## II.   ABSTRACT

For purposes of this policy, a document is defined as "information contained in an electronic format" which resides in a computer system. Electronic based information can take on a number of forms, including the following:

1.  Electronic files in any format;

8.  Database information including Binary Large Objects (BLOBs);

9.  Electronic Messages;

10. Others.

## III.   DEFINITIONS

Electronic Document Management – An Electronic Document Management System (EDMS) is a collection of interdisciplinary technologies, methods, tools, and skills required to manage information objects, no matter what their origin, location, form, purpose, or destination.

## IV. POLICY

All EDMS implementations must comply with the State's Records Management Policies and statutes. Records management guidelines can be found at: https://history.idaho.gov/idaho-records-center-retention-schedules.

1. <u>Storage</u> – Objects of legal or long-term value must be saved on at least two (2) separate storage devices and maintained in separate locations.

2. <u>Legal Issues</u> – The media and system combined must be able to show, to the court's criteria of acceptance, that the objects, documents, records, or information:

   A. Are authentic (are a true and accurate copy of the original);

   B. Was made near to the time of the event in question;

   C. Was created and maintained as a regular course of business; and

   D. Was created with input procedures that are documented and defined, and can be verified by proven tests for accuracy.

   EDMS must include access restriction procedures and software controls to prevent the retrieval of data or index information by unauthorized personnel. Further, any EDMS must provide the ability to review data access information, including what, when, and who.

3. <u>Data Entry</u> – Regardless of the data entry method or system used, index entry verification must be performed to ensure the accuracy of index information and to prevent rendering a record "lost" due to incorrect data entry.

4. <u>Image Compression-Decompression</u> –Software used for compression and decompression must be 100% compatible in all clients and servers on the network.

6. <u>Annotation</u> – A document imaging system must support the ability to annotate an image without physically modifying the image. The EDMS must provide annotation security and multiple layers of annotations.

7. <u>Image File Format</u> – The system must use non-proprietary file header formats to label digital images.

8. <u>Indexing</u> – Indexing (adding properties to information objects) must be done using an American National Standards Institute (ANSI) Standard Query Language (SQL) Data Base Management System (DBMS), which can reside remote from the storage location. The index must be accessible and able to be modified through user-written standard application development languages, subject to the appropriate security considerations.

9. <u>Media</u> – Non-erasable media must be utilized for permanent storage. This media must comply with ANSI/ISO standards

## V.  EXEMPTION PROCESS

Refer to ITA Policy P1010 (Information Technology Policies, Standards, and Guidelines Framework)

## VI. PROCEDURE REFERENCE

There are no procedure references for this policy.

## VII.  CONTACT INFORMATION

For more information, contact the ITA Staff at (208) 605-4064.

## REVISION HISTORY

05/30/19 – Modernized terminology and definitions.

07/01/18 – Updated Idaho statute references.

07/01/13 – Changed "ITRMC" to "ITA".

6/16/09 –  Added Exemption Process, Procedure Reference and Revision History to this policy, changed the layout and deleted Timeline.

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| Date Established: | May 1998 |
| Revised: | February 19, 2003 |