

Electronic Document and Records Management Systems (EDRMS)

BENEFITS

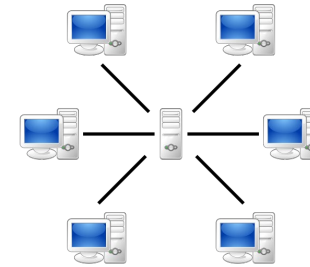
- Decreased cost of physical records management
- Improved efficiency
- Preserve document integrity and metadata management
- Protect and back up records

CHALLENGES

- Cost
- Customizing, programming, records managing
- Tech and vendor changes
- May be viewed as low priority.



Shared / Network Drives



BENEFITS

- Improved efficiency and cost-effectiveness
- Protection of records
- Clear ownership of records/record copy
- Timely disposition
- Ease in locating records

CHALLENGES

- Determining the record copy
- Controlling access/accountability
- Migration strategy
- Poor organization/identification of records
- Ensuring timely disposition and employee compliance

