

2015-2016 Enterprise Content Management Projects



As part of the initial Enterprise Content Management (ECM) roll-out the County has selected a series of pilot projects to be implemented over an 18-24 month period. Below is the current project list along with the status of those currently underway. The projects list is subject to change based on County priorities and lessons learned on the early projects.

Projects Underway or Planned	Status
• County Contracts - Including interdepartmental workflow	Implemented
• County Records Center Automation and Incorporate Retention Schedules into ECM - Include workflow	Underway
• Legislative Records (Resolutions, Minutes, Local Laws, etc.) - Develop workflow between involved agencies	Implemented/Workflow Underway
• County and Departmental Policies and Procedures - Incorporate into ECM	
• Financial System (LOGOS) - Integrate ECM records such as County Contracts	Underway
• Human Resources Records (Civil Service, Exams and Employee Records)	
• Public Portal for access to certain ECM records	Pilots implemented
• Historical Records - Incorporate into ECM and provide public access	Digitization Underway
• Ancient Records - Incorporate into ECM and provide public access	Phase I complete
• Health Environmental Engineering Document Imaging	
• Child Support Records	Underway
• Mental Hygiene Closed Patient / Billing Records	Underway
• HR Job Class Specifications	Complete
• Imaging of Title Searches	Complete
• Software Development Request Form	Complete
• Vendor Change Request Form	Complete
• Health Permits and Inspections	
• DPW Work Permits - Provide mechanism for public to submit applications	
• DPW Bids, Contracts and Change Orders	
• Employee Insurance Forms - Incorporate workflow	