



ERM FRAMEWORK

OVERVIEW

There is no silver bullet to managing all electronic records. The path of least resistance to addressing the challenge of e-records management (ERM) is to optimize the use of existing technology, while minimizing the impact on business. This includes avoiding the costly mistake of investing in redundant and complex software technology in hopes of a quick win. A good approach is to implement a framework that adds new technology to the existing technology stack, only when it makes sense to do so, on a case-by-case basis, if the benefits outweigh the costs.

ERM FRAMEWORK 7 STEPS

Millican recommends implementing an ERM framework approach that includes the following seven steps:

1. Define a simplified set of ERM requirements.
2. Understand the landscape of existing systems and their use.
3. Prioritize systems to analyze in order of importance.
4. Define a repeatable approach as part of the SDLC to enhance system functionality for recordkeeping.
5. Define success criteria and audit for improvement.
6. Develop a decommissioning plan for retiring legacy systems.
7. Repeat the approach as systems are upgraded, replaced or retired.



MAXIMIZE YOUR INVESTMENT IN TECHNOLOGY

- Millican can help your agency maximize its investment in existing technology for ERM.
- Get compliant with the Presidential Records Management Directive for 2016 and 2019 cost effectively while avoiding investment in expensive and redundant technology.
- Add additional software only when it makes sense, for example third parties such as GimmalSoft for SharePoint.
- Contact Millican today to learn more.

