

## Enterprise Document and Records Management System Background

The government of British Columbia has established a common Enterprise Document and Records Management System (EDRMS) infrastructure for effectively managing all government records. This infrastructure builds upon existing *ARCS* and *ORCS* standards and processes for managing physical records and incorporates requirements for electronic records (e-records). HP TRIM (Total Records and Information Management) software was selected after an extensive review of over 700 business requirements and designated the BC Government standard. In June 2003, the Government Chief Information Officer confirmed TRIM as the standard and established a goal to implement TRIM across government.

TRIM manages electronic records throughout their entire lifecycle, from creation, to use, to final disposition. TRIM integrates with Microsoft (MS) applications and provides a secure repository for access, retrieval and management of MS messages and documents, as well as other electronic file formats. TRIM also tracks and manages physical records. TRIM supports paper file management functions previously provided by the legacy physical records management systems, Quartech Records Management System (QRMS) and Corporate Records Management System (CRMS).

Presently TRIM is used by over 3,500 staff in 13 different ministries. Clients for the management of electronic records include:

- Aboriginal Relations and Reconciliation - Intergovernmental and Community Relations Branch
- BC Public Service Agency
- Cabinet Operations
- Labour, Citizens' Services and Open Government - Information Access Operations, and Network Services
- Finance - Revenue Division, and Office of the Comptroller General
- Forests, Lands and Natural Resource Operations
- Public Safety and Solicitor General - Housing Policy Branch
- Social Development - Integrated Case Management
- Transportation and Infrastructure

Clients for the management of physical records in TRIM include:

- Aboriginal Relations and Reconciliation
- Advanced Education
- Agriculture
- Attorney General - Court Services Branch
- Cabinet Operations
- Education
- Finance - Revenue Division
- Forests, Lands and Natural Resource Operations
- Jobs, Tourism and Innovation
- Labour, Citizens' Services and Open Government
- Public Safety and Solicitor General - Housing Policy Branch
- Transportation and Infrastructure