

Ref: 15792

Date: June 27, 2003

To: Deputy Ministers
ISB Directors
Crown Agency CIOs

Re: **Government Standard for Enterprise Document and Records Management**

In October 2001 the BC government issued a Request for Proposal (RFP) for an Enterprise Document and Records Management System (EDRMS). The RFP sought an integrated software solution for managing documents and records, regardless of media, from creation to final disposition. Implementation of a standard EDRMS toolset will enable government to manage its electronic and physical documents in a more consistent and secure manner, thereby reducing litigation risks, and providing an essential infrastructure for e-government.

EDS Canada was awarded a contract in March 2002 to provide Tower Software's TRIM system for deployment across government (30,000 desktops). During the past year, the Ministry of Management Services has worked with EDS Canada, in conjunction with ministry Records Officers to configure TRIM to support government records management standards and business processes.

Accordingly, I am pleased to confirm the establishment of TRIM as the government standard system for document and records management (both physical and electronic). A baseline product configuration has been established to ensure required consistency across government. The application standard and baseline configuration will be reviewed upon completion of the initial pilot implementations. Pending the results of successful pilots, ministries will need to complete their EDRMS implementation within the next 5 years.

Ministries that have a requirement either to implement new document and/or records management software or to migrate from existing software to a new system are to use the new standard, TRIM. This also applies to ministries that are considering making substantial investments in additional development or installations of records management systems already in use (i.e. efforts beyond those required to maintain existing records management operations).

For information on TRIM licence acquisition, participation in pilots and / or implementation, please contact Marland Grove, Director, Corporate Records Management Branch, Ministry of Management Services at <mailto:marland.grove@gems9.gov.bc.ca>

[original signed by:]

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Interim Deputy Minister

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