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IM/IT Architecture & Standards Manual **STANDARD** **Office of the Chief Information Officer** **Province of British Columbia**	**Effective Date:** 2003-06 **Scheduled Review:** Annual **Last Updated:** 2009-01 **Last Reviewed:** 2009-01
	Type: Product Standard

3.0 Information Management (CPPM 12.3.3)

3.8 Enterprise Document and Records Management

Keywords: TRIM, Document, Records Management

Description of Standard

This standard establishes Hewlett Packard's TRIM as the Province's standard system for document and records management (both physical and electronic).

Where to Apply this Standard

The TRIM system is intended for use by 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. The TRIM system is also appropriate for 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).

Authority and Exemptions

In October 2001 the B.C. 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. A memorandum was issued by the Government Chief Information Officer (CIO) which stated that TRIM had been confirmed as the government standard system for document and records management.

If there are compelling business reasons why an organization is unable to comply with this architecture or standard, the organization's CIO may authorize a submission for exemption through the ASB.

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INFORMATION CLASSIFICATION: LOW

Metrics and Enforcement

EDS Canada was awarded a contract in March 2002 to provide Tower Software's TRIM system for deployment across government (30,000 desktops). In 2008 both EDS Canada and Tower Software were acquired by Hewlett Packard. The Ministry of Labour and Citizens' Services is working with Hewlett Packard, in conjunction with ministry Records Officers, to configure and administer TRIM to support government records management standards and business processes.

Implementation of a standard EDRMS toolset will enable government to manage its electronic and physical documents in a more consistent, effective and secure manner. This toolset will provide an essential electronic record keeping infrastructure, thereby reducing litigation risks, supporting information sharing and knowledge retention, and enabling improved information access and management. A baseline product configuration has been established to ensure required consistency across government.

Terms and Definitions

Any database administration terms and definitions in this document related to date formats will be included in the B.C. Government Information Resource Management (IRM) Glossary listed below in References.

References

1. The location of the CIO memo supporting the Tower Software's TRIM as the B.C. government standard for enterprise document and record management is: www.cio.gov.bc.ca/local/cio/standards/documents/standards/edrms_trim_memo_20030327.pdf.

2. The B.C. Government Information Resource Management Glossary is currently under review.

Additional Information

Information Access Operations of the Ministry of Citizens' Services is the owner of this standard. Its website is: www.gov.bc.ca/citz/iao.

Contact

Information Access Operations, Ministry of Citizens' Services
www.gov.bc.ca/citz/iao/records_mgmt/edrms_trim