



Enterprise Content Management System (ECMS)

October 4, 2011

Mike Sutton

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202-566-1287



ECMS' E-mail Records Management Application (ERMA)

- Drivers
 - Hurricane Katrina
 - Hurricane Rita
 - President Bush's Executive Order
 - Save all e-mails related to Katrina and Rita
- Problem
 - Saving e-mails into a DOD 5015.2 compliant records system
- Solution
 - EMC's Documentum
 - Synchronous introduced 04/2007
 - Asynchronous in pilot in Region 8



Synchronous

Records	Subject	Date	Size
New	Re: Updated	10/03/2011 05:05 PM	3K
Reply	Re: EZ Email Records pilot - usage report	10/03/2011 04:04 PM	17K
Forward	Re: EZ Email Records pilot - LN 8.5.2a template ready to deploy in R8	10/03/2011 03:53 PM	5K
Adrea Young	Re: Fw: (268181759) ECMS Help Desk question/comment	10/03/2011 02:05 PM	5K
Suzanne Martin	Re: (271145231) ECMS Help Desk question/comment	10/03/2011 12:52 PM	68K
Carl Davis	Re: (271145231) ECMS Help Desk question/comment	10/03/2011 12:43 PM	66K
Carl Davis	Re: (271145231) ECMS Help Desk question/comment	10/03/2011 12:41 PM	67K
Bob West	Maureen O'Reilly ECMS ADVANCED login issue	10/03/2011 12:22 PM	2K
JohnR Campbell	REMINDER - Autoload Program began on October 1, 2011	10/03/2011 11:49 AM	799K
Group Transit	Incident INC000000402726 has been received by the CTS Service Desk. Fw: (271145231) ECMS Help Desk question/comment	10/03/2011 10:25 AM	5K
CTS Services			



Synchronous

		Subject	Date	Size	
Save Record(s) EZ		Re: Updated	10/03/2011 05:05 PM	3K	
Undo Record(s) EZ		Re: EZ Email Records pilot - usage report	10/03/2011 04:04 PM	17K	
Save Record(s) Advanced		Adrea Young Re: EZ Email Records pilot - LN 8.5.2a template ready to deploy in R8	10/03/2011 03:53 PM	5K	
Search Records		Suzanne Martin Re: Fw: (268181759) ECMS Help Desk question/comment	10/03/2011 02:05 PM	10K	
		Carl Davis Re: (271145231) ECMS Help Desk question/comment	10/03/2011 12:52 PM	68K	
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Synchronous

A screenshot of the EPA ECMS login interface. The header includes the EPA logo and the text "United States Environmental Protection Agency" on the left, and the ECMS logo with the tagline "Managing Our Information Assets" on the right. The main area contains two input fields: "Login Name (LAN ID):" with the value "msutton" and "Password:" with a masked password of ten dots. At the bottom right, there are "Login" and "Cancel" buttons.

EPA United States Environmental Protection Agency

ECMS Managing Our Information Assets

Login Name (LAN ID): msutton

Password: ●●●●●●●●●●

Login Cancel



Synchronous

Email Records Need Help? [Contact Us](#) Version 2.6.4

Select Group:

Favorite Folders

Sort Folders

- ECMS - Meetings - Management Update (301-093 006b)
- ECMS - Partners - CWNS (301-093 006b)
- ECMS - Projects - Contract Sensitive (301-093 006b)
- NRMP - Records Management Survey (301-093 006b)
- ECMS - Meetings - Weekly Update (301-093 006b)
- ECMS - Projects - Admin Tools (301-093 006b)
- ECMS - Projects - E-mail Records (301-093 006b)**
- ECMS - Strategy (301-093 006b)
- ECMS - Benchmarking (301-093 006b)

Selected Folder Path

- File Plan
 - 301-093 Program Monitoring
 - 006 Program Management Files
 - b Other than senior officials (301-093 006b)
 - ECMS - Projects - E-mail Records (301-093 006b)**

Assign Attributes

Keywords:

Sensitivity:

Extended:

1 Record(s) to be Saved

Subject	Duplicate	Encrypted
Re: Fw: (268181759) ECMS Help Desk question/co...	No	No

Identify Non-EPA E-mail Addresses

Email Address	Name	Organization
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Synchronous

(301-093 006b)
1-093 006b)
93 006b)
1-093 006b)

Folder(s) Remove Folder(s)

to separate keywords

Save Cancel

Status [X]

1 Record(s) saved successfully.

Subject: Re: (271145231) ECMS Help Desk question/comment (Message Date: Oct 3 2011 12:43:47 EDT) saved successfully.

OK



Synchronous

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Asynchronous

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Statistics

- Currently enrolled to use ERMA
 - 12,000+ employees and contractors
- Records saved
 - 300,000 +
- Records up to 10MB
- Up 50 records/save



ERMA Advantages

- Records automatically dispositioned based on file plan
- Records can be shared W/anyone inside/outside the agency electronically
- Recapture floor space previously used for retention
- Employee/contractor time
- Printing costs
 - Paper
 - Toner
 - Maintenance



Next Steps

- Non e-mail records
- Share-drive Pro
- Full suite of content management tools



Questions?