

## Document Management Brick V2.0

### Status of this Memo

This document proposes an update to a standard for the National Institutes of Health (NIH) and requests discussion and suggestions for improvements. Distribution of this memo is unlimited.

### Table of Contents

1	Introduction.....	2
2	Description.....	2
3	Business Value for this Technology Standard.....	2
4	Document Management Brick.....	2
5	Links .....	4
6	Summary of Comments.....	5
7	Contact.....	5
8	Changes .....	6
9	Author's Address .....	6

## 1 Introduction

This document updates the NIH Technical Architecture Standard for the NIH Document Management Brick for the NIH community.

## 2 Description

**Document Management** Document management includes software systems that allow enterprises to capture, store, secure, version, retrieve, manage, and distribute electronic files (e.g. text, image, audio, video), yielding greater efficiencies in the ability to find and reuse information and to establish workflow constructs. Added features of document management systems are: repository for electronic records management purposes, archive of large pools of related data, and as folder workspace for individual programs or projects.

Document management applications have also been subsumed into the functionality of smart enterprise suites and other multiple use applications currently popular in the marketplace. Several applications that were historically considered document management tools also contain functionality for standalone workflow capabilities, depending on how the application is integrated into the information technology environment.

## 3 Business Value for this Technology Standard

The proven business value of this technology standard is multifaceted. On a procurement value stream, standards ensure volume pricing, and the ability to add to BPA or other rapid procurement methods. Speed of procurement reduces labor costs which reduces labor. On the compatibility value stream, standards ensure wide spread compatibility for NIH applications that create documents and other electronic files. This compatibility equates to reduced labor for installation, integration, and support. This standard allows for automation of paper-intensive processes like Human Resources Management, contracts, Grants, and Correspondence Management. This also allows for better planning for future systems as this proven building block influences and somewhat simplifies future system designs. When coupled with digital signatures, meets security requirements for version control of critical business documents. This standard allows NIH to meet requirements from Government Paperwork Elimination Act (GPEA). The multifaceted business values save money, increase user satisfaction while bringing best value to the government.

## 4 Document Management Brick

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Category: Standards

Joe Klosky  
OD  
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This brick provides baseline information of the as-is architecture (Baseline) and the future directions (Tactical and Strategic) of Document Management Brick as identified in this Architecture brick.

It should be noted that all technologies new to the brick are emboldened, and all technologies removed from the brick upon update are indicated with a strikethrough.

**Table 1. Document Management Brick**

Tactical Deployment (0-2 years)	Strategic Deployment (3-5 years)
<ul style="list-style-type: none"> <li>■ EMC Documentum</li> <li>■ Microsoft SharePoint Server 2007</li> <li>■ Open Text Document Management</li> </ul>	<ul style="list-style-type: none"> <li>■ EMC Documentum</li> <li>■ Microsoft SharePoint Server 2010</li> <li>■ Open Text Document Management</li> </ul>
Retirement Targets (Technology to eliminate)	Containment (No new deployments)
<ul style="list-style-type: none"> <li>■ None</li> </ul>	<ul style="list-style-type: none"> <li>■ Xerox Docushare</li> <li>■ Microsoft SharePoint Services 2003</li> </ul>
Baseline Environment (Today)	Emerging (Technology to track)
<ul style="list-style-type: none"> <li>■ EMC Documentum</li> <li>■ Microsoft SharePoint Server</li> <li>■ Open Text LiveLink</li> <li>■ Xerox Docushare</li> </ul>	<ul style="list-style-type: none"> <li>■ The expanding overlapping area between Document Management Systems and Content Management Systems (CMS)</li> <li>■ Semantic web technologies that will drive better indexing of unstructured data in individual document repositories into larger Enterprise Search and access tools</li> <li>■ Oracle</li> <li>■ IBM</li> <li>■ DuraCloud</li> </ul>
Comments	
<ul style="list-style-type: none"> <li>■ Tactical and Strategic products were selected to leverage NIH's investment in products that are a proven fit for NIH's known future needs. Leveraging baseline products in the future will minimize the operations, maintenance, support and training costs for new products.</li> <li>■ Some baseline products have been designated as Containment. These products are either not as widely or successfully deployed at NIH, or they do not provide as much functionality, value, or Total Cost of Ownership as the selected Tactical and Strategic products.</li> <li>■ Enterprise Content Management (ECM) is continuing to gain momentum in the market place as a technology that is indifferent to information location, treating all information as an organizational asset and therefore searchable and "findable" (valuable).</li> <li>■ Workflow continues to be a crucial feature of any Document Management System</li> <li>■ Document centric collaboration is also a dominate feature in most modern offerings</li> <li>■ A full ECM suite like Open Text Live Link is not always necessary for projects requiring basic document management capabilities</li> <li>■ NIH has procured EMC Documentum with the intent of expanding its use to be scalable to all Enterprise Applications</li> <li>■ Stellent was purchased by Oracle and offers Enterprise Content Management as part of the suite of Oracle Products</li> <li>■ EMC Documentum is intended to be expanded for use as an enterprise-wide service.</li> </ul>	

## 5 Links

The following links are relevant to the standard at NIH.

- What is a Brick ?  
<http://enterprisearchitecture.nih.gov/ArchLib/Guide/WhatIsBrick.htm>
- How to Create and Publish a Technical Standard at NIH  
<http://enterprisearchitecture.nih.gov/About/Approach/StandardsDevelopmentProcess.htm>
- Current Document Management Brick  
<http://enterprisearchitecture.nih.gov/ArchLib/AT/TA/DocumentManagementTools.htm>
- Records management at NIH <http://oma.od.nih.gov/ms/records/>
- Government Paperwork Elimination Act  
[http://www.whitehouse.gov/omb/fedreg\\_gpea2/](http://www.whitehouse.gov/omb/fedreg_gpea2/)

## 6 Summary of Comments

### **Comment:**

I concur with the products currently listed under the tactical and strategic deployment. The description of document management is generic and does not emphasize an "enterprise" solution.

### **Response:**

We tuned the text to clarify the Intent of Document management.

### **Comment:**

NIH has procured EMC Documentum with the intent of expanding its use to All Enterprise Systems. I believe this should be changed to: "NIH has procured EMC Documentum with the intent of expanding its use to be an Enterprise service."

### **Response:**

Text modified to say the Intent is to reuse this technology broadly as applicable to individual system owners needs.

## 7 Contact

To contact the NIHRFC Editor, send an email message to  
[EnterpriseArchitecture@mail.nih.gov](mailto:EnterpriseArchitecture@mail.nih.gov)

## 8 Changes

Version	Date	Change	Authority	Author of Change
1.1	5/24/10	Initiation		Joe Klosky
1.2	6/7/10	Minor formatting changes	NIHRFC0001	Kiley Ohlson
1.3	8/18/10	Updated based on ITMC EA Subcommittee comments	NIHRFC0001	Zahra Ashraf
1.4	8/23/10	Updated to include Summary of Comments	NIHRFC0001	Zahra Ashraf
2.0	8/24/10	Approved by the ARB	ARB	Kiley Ohlson

## 9 Author's Address

Joe Klosky  
NIH/OCIO/ITAO  
10401 Fernwood Road, Room 3NW10B  
Bethesda, Maryland 20817-4800  
Phone: 301-496-2328  
Email: [joe.klosky@nih.gov](mailto:joe.klosky@nih.gov)