

2014-2015 Enterprise Content Management Projects



As part of the initial Enterprise Content Management (ECM) roll-out the County has selected a series of pilot projects to be implemented over an 18-24 month period. Below is the current project list along with the status of those currently underway. The projects list is subject to change based on County priorities and lessons learned on the early projects.

Projects Underway or Planned	Status
• County Contracts - Including interdepartmental workflow	Implemented
• County Leases - Including interdepartmental workflow	Implemented
• Citizen Inquiry Tracking	Pilot Underway
• County Records Center Automation and Incorporate Retention Schedules into ECM	Implemented
• Legislative Records (Resolutions, Minutes, Local Laws, etc.) - Develop workflow	Partially Implemented
• County and Departmental Policies and Procedures - Incorporate into ECM	
• Financial System (LOGOS) - Integrate ECM records such as County Contracts	Planning Stage
• Human Resources Records (Civil Service, Exams and Employee Records)	Job Spec's "Pilot" Underway
• Public Portal for access to certain ECM records	Pilot implemented for Legislative Records
• Historical Records - Incorporate into ECM and provide public access	App Developed, Digitization Underway
• Health Permits and Inspections	
• DPW Work Permits - Provide mechanism for public to submit applications	
• DPW Bids, Contracts and Change Orders	
• Medical Examiner - Integration with Case Facts application	Implemented
• Employee Insurance Forms - Incorporate workflow	