

CHAPTER 12

ELECTRONIC DOCUMENT MANAGEMENT and GEOGRAPHIC INFORMATION SYSTEMS

PURPOSE:

This chapter establishes the use and administration of systems that improve the quality and accessibility of Department information, and support graphical analysis of geo-referenced data.

AUTHORITY:

Sections 20.23(4)(a) and 334.048(3), Florida Statutes (F.S.)

SCOPE:

This chapter applies to District and Central Office units within the Florida Department of Transportation that use or administer the Electronic Document Management System, or Geographic Information Systems, or both.

12.1 Defining Electronic Document Management System and Geographic Information System

Electronic Document Management System (EDMS) is a technology that supports automated storing, indexing, retrieving, distributing, and processing of shared documents. Geographic Information System (GIS) is a technology that enables information to be depicted on a graphical map based on geographical coordinates. It is the policy of the Department to deploy enterprise-wide EDMS and GIS applications for its engineering, operations, planning, and administrative functions. Browser-based technology will be used to the fullest extent possible, as determined by technical constraints.

12.1.1 Centralization of EDMS and GIS

EDMS and GIS will be centrally managed as enterprise technologies. These technologies will be supported by centralized or distributed application, database, and web servers.

12.1.2 The Information Resource Management Council (IRMC) provides executive oversight for enterprise initiatives, including EDMS and GIS, to ensure consistency with Department goals, objectives, and priorities.

12.1.3 The Business Systems Support Office (BSSO), Office of Information Systems (OIS), provides oversight for development of enterprise EDMS and GIS applications to ensure cost effective solutions and availability to other Department assets such as the Enterprise Information Portal.

12.1.4 In order to be effective, the Business Systems Support Office must be kept apprised of any current or planned EDMS or GIS initiatives throughout the Department and this information should be directed to the Manager, Business Systems Support Office, OIS, for coordination.