

## CHAPTER 12

### ENTERPRISE ELECTRONIC DOCUMENT MANAGEMENT

#### PURPOSE:

This chapter establishes the use and administration of systems that improve the quality and accessibility of Department information.

#### 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 Enterprise Electronic Document Management System.

#### 12.1 DEFINING ELECTRONIC DOCUMENT MANAGEMENT SYSTEM

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An electronic document management system (EDMS) is a technology that supports automated storing, indexing, retrieving, distributing, and processing of shared documents. It is the policy of the Department to deploy an enterprise-wide EDMS application for its engineering, operations, planning, and administrative functions. Browser-based technology will be used to the fullest extent possible, as determined by technical constraints. It is the intent of this policy to establish an enterprise EDMS that will improve the quality and accessibility of Department owned or maintained electronic information.

##### 12.1.12 Centralization of EDMS

EDMS shall be managed as an enterprise application. The technology shall be supported by the Office of Information ~~Systems Technology~~ (OIS~~OT~~).

**12.1.2** The Executive IT Governance Board provides executive oversight for enterprise EDMS to ensure consistency with Department goals, objectives, and priorities.

~~12.1.3~~ ~~The Office of Information Systems Technology OIT~~ provides oversight for the development of the EDMS application 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 OIS OIT~~ must remain informed of any current or planned EDMS initiative through the Department, and this information shall be directed to the Chief Information Officer for coordination.

**TRAINING:**

~~The EDMS web training is found on the Department's Internet site.  
None required. Training CBT's can be found at the following location.  
[http://ebt.dot.state.fl.us/ois/EDMSWeb/ebt\\_EDMSWeb/default.htm](http://ebt.dot.state.fl.us/ois/EDMSWeb/ebt_EDMSWeb/default.htm)~~

**FORMS:**

~~None required.~~