

## CHAPTER 12

### ENTERPRISE 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 Enterprise Electronic Document Management System, ~~or Geographic Information Systems, or both.~~

#### **12.1 Defining Electronic Document Management System and Geographic Information System**

~~An E~~lectronic ~~D~~ocument ~~m~~anagement ~~s~~ystem (EDMS) is a technology that supports automated storing, indexing, retrieving, distributing, and processing of shared documents. ~~Geographic Information System (GIS) is a technology designed to capture, store, manipulate, analyze, manage, and present geographical data, that enables information to be depicted on a graphical map based on geographical coordinates.~~ It is the policy of the Department to deploy an 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. 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.

##### **12.1.1 Centralization of EDMS and GIS**

~~EDMS and GIS will be centrally managed as an enterprise technologies applications.~~ ~~These technologies will be supported by either centralized or distributed applications, databases, and web servers servers maintained and supported by the Office of Information Systems (OIS).~~ EDMS and GIS shall be centrally managed as an enterprise applications. These technologies will be supported by either centralized or distributed applications, databases, and web servers maintained and supported by the Office of Information Systems (OIS).

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

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**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. The Office of Information Systems provides oversight for the development of the 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. OIS must remain informed of any current or planned EDMS or GIS initiatives through the Department, and this information should be directed to the Chief Information Officer for coordination.~~

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