

### **5-101. Enterprise content management system for state agencies.**

(1) Purpose. The purpose of this section is to provide state agencies with a single technical solution for the following: capturing all types of content and storing content electronically; converting and minimizing the number of paper documents the state maintains; facilitating the search and retrieval of electronic documents; retaining and disposing of electronic documents based on retention policies; improving efficiency and accuracy of information exchanges; and unifying document management in a single system to take advantage of economies of scale.

(2) Content and Workflow Standard. State agencies managing content and creating workflow shall use the enterprise content management system that is provided by the Office of the CIO.

(3) Electronic Forms Guideline. State agencies, after consultation with the Office of the CIO, must consider using the e-forms software in the enterprise content management system for any new electronic forms applications.

(4) Exceptions. This section does not apply to: (a) higher education entities; or (b) systems in use by an agency at the time of the adoption of this section. Subsection (b) does not apply if an agency intends to purchase a significant amount of upgrades, new modules, or custom development.

(5) Definition. “Managing content and creating workflow” means the following: capturing paper documents through the use of scanners and storing them in an electronic form; capturing all type of content, including audio, video, e-faxes, emails, word processing documents, and spreadsheets, and storing them in an electronic form; electronic searching and retrieval of captured content; automating records retention and archiving; automating business processes through workflow; or, reducing or eliminating paper document storage.

--

**History:** Adopted on April 11, 2012. Amended on July 12, 2018.

**URL:** <http://nitc.nebraska.gov/standards/5-101.pdf>