

eDRMS

Implementation of Recfind Version 6 in the State Library of Queensland



Background

Records Project officer was appointed in November 2005 to create a Records Culture and implement eDRMS.

Focus primarily had to be on building the records culture – before any consideration to eDRMS could be given.

Investigations

- Looking at the business requirements and operations of the State Library of Queensland we needed an application that met our “unique” needs
- As a Qld Govt agency – initial consideration was along the “edocs” (Hummingbird) implementation being led by Corptech

Shared Service Provider

- As a Statutory Authority we worked with our Shared Service Provider in the investigations into an eDRMS solution for the State Library.
- Doing the Business Analysis and reviewing the options being put up to us led to State Library commencing some further investigations into a suitable match

Weighing up the options

- A commitment was made by the Shared Service provider that their eDRMS solution would be TRIM and that costs associated with that would be passed on to the Stat Authorities – subject to take up
- State Library of Queensland was considering the move from Recfind V5 to Recfind V6 and the comparable options/differences involved

Decision

- An Executive Group Paper was prepared showing a comparison of a TRIM or Recfind implementation and the costs associated with both
- State Library felt that the Recfind V6 option would meet the business requirements for the organisation and would also meet compliance requirements

Implementation

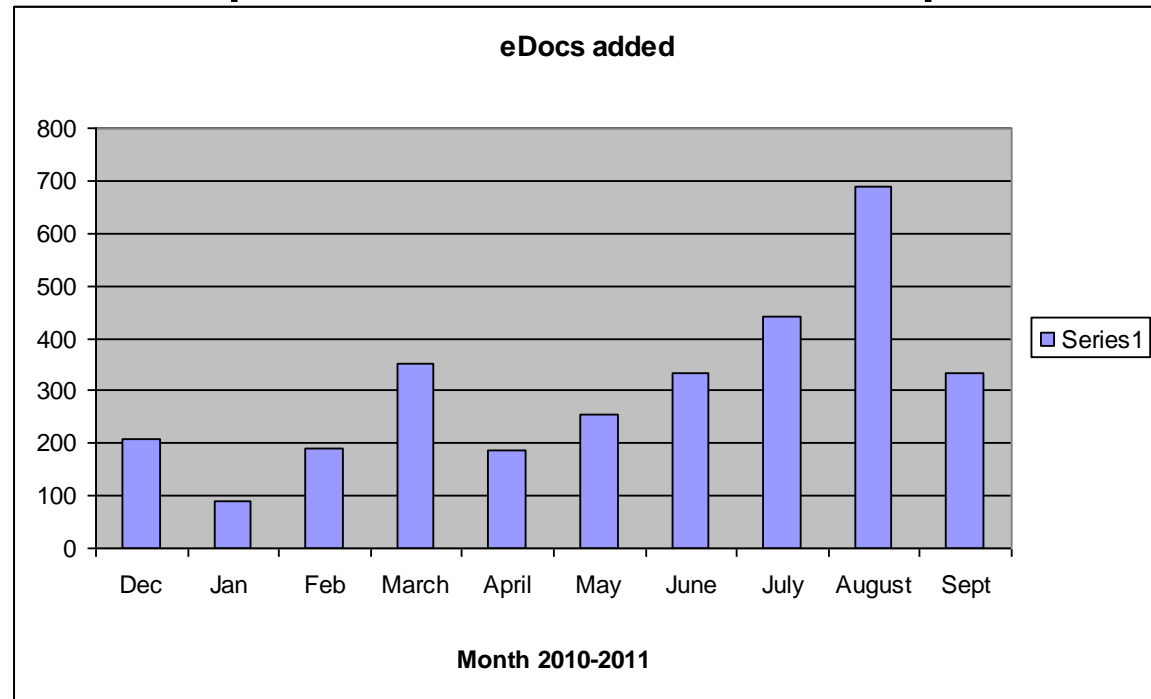
- Technical Consultancy and Training commenced in October 2010 with a Go- Live Date of 22 November 2010
- Records staff commenced using the Recfind V6 database 3 weeks prior to Go-Live and then all staff from the Go-Live Date
- Training occurred for all Directors and Exec Managers in the 2 days prior to Go Live and all other KEY users in the following few weeks

Training

- Training was impacted by the Brisbane Floods in January 2011 as we were displaced from the site for 1 month
- Since November 2010 we have trained 160 staff in Recfind V6
- We have seen consistent improved capture of information in the Recfind system in the past 12 months

Growth

- Since inception we have seen an increase of around 30% of increased information captured into Recfind compared with the same periods in 2010*.



* With exception of January/February 2010 (2011 impacted by Brisbane Flood)

What's Next

- Workflow and Mini-API's. Workflows were not utilised initially to get staff used to working in the system.
- Improved and further increased use of the Recfind database from all staff
- Consideration being given to Contracts Management and Donations Management to be captured in Recfind V6

Lessons Learnt & Gains delivered

- Implement integrated workflow at inception
 - Training would have covered workflow
 - Improved uptake by Directors
- Reduced Records staff by a 0.4 FTE person
- Invest in a high end OCR scanner
- Integrate disposal schedule into Recfind on implementation