

# Managing Canadian Electronic Records

## A RESEARCH FRAMEWORK OF ELECTRONIC DOCUMENT MANAGEMENT SYSTEMS (EDMS) IMPLEMENTATION PROCESS IN GOVERNMENT

<sup>1</sup>HAIDER ABDULKADHIM, <sup>2</sup>MAHADI BAHARI, <sup>3</sup>ARYATI BAKRI, <sup>4</sup>WAIDAH ISMAIL  
<sup>1,2,3</sup> Faculty of Computing, Universiti Teknologi Malaysia, MALAYSIA

<sup>4</sup> Faculty of Science and Technology, Universiti Sains Islam Malaysia, MALAYSIA  
E-mail: <sup>1</sup>alwanh24@gmail.com, <sup>2</sup>mahadi@utm.my, <sup>3</sup>aryati@utm.my, <sup>4</sup>waidah@usim.edu.my

### ABSTRACT

Many governments today have implemented Electronic Document Management Systems (EDMS). The employment of EDMS systems has increased the operational (e.g. document storage and retrieval, auditing, workflow facilities, searching and publishing) effectiveness of governments on daily basis. However, not many studies had been undertaken into process of implementing EDMS in the government context. Therefore, this paper fills this gap by presenting a research framework for the implementation process of EDMS. Based on a content analysis of the reviewed literature, this paper identifies thirteen (13) common factors contributing to the implementation process of EDMS. The factors are: (1) Top management support; (2) Budgetary; (3) Implementation planning; (4) Anti-corruption; (5) Implementation staff; (6) Security and privacy; (7) Data quality; (8) User requirements; (9) Cooperation; (10) Systems integration; (11) Awareness; (12) Resistance to change; and (13) Staff training. All these factors subsequently were linked to the Prosci-ADKAR model of change to outline the structure of EDMS implementation process framework. The proposed framework contributes to the theoretical understanding of the EAI implementation process, which may support government practitioners in implementing the EDMS applications in their government organizations. The paper also highlights with three important issues that need to be explored further while developing the framework: 1) the EDMS implementation process meaning in system development life cycle; 2) the importance of EDMS implementation factors; and 3) the kind approach to investigate EDMS implementation process.

**Keywords:** *Electronic Document Management System (EDMS), EDMS implementation, implementation process, EDMS factor, content analysis*

### 1. INTRODUCTION

E-Government has been identified globally as a key development strategy and as such, has influenced many governments to implement it. However, the primary objective of e-Government should not just limited to providing information services to its citizens, but, must includes the development of strategic links among various government departments through the use of communications medium at various levels of government. These require that governments' daily routine (e.g., transactions, procurements, operations, and resources) must be digitized for better cost effective and convenient service quality [13],[46]. In doing so, e-Government services require electronic document management systems (EDMS) to determine the document flow and

dictates the operations and business processes within and outside the government organizations.

Germany government, for instance, has successfully implemented Document Management and Electronic Archiving (DOMEA) system to achieve a paperless agency at all the three levels administrative in the country [31]. The system presents the criteria and concepts that integrate EDMS to e-Government implementation. Another example, The National Archives of Australia (NAA) has distributed the recordkeeping metadata standard that represents information about records and document that the NAA incites be captured in EDMS and business systems used by Australian public sector [38]. From these two examples, therefore, EDMS can be defined as an automated system which supports the creation, use and maintenance of paper or electronic documents and

This Canadian E-Records Management Guide - fully updated and expanded - is the most complete and current publication issued to date. TAB's electronic information solutions help you access and manage digital content, Our digital solutions include electronic records classification and retention. Discover Procol's electronic document management services. Contact us for more info or to request a submission, we operate across Canada. Standard for Electronic Documents and Records Management Solutions the benefit of EDRMS-related Government of Canada investments. Records kept outside Canada and accessed electronically from Canada are not considered to . Electronic records management and imaging. Contact West Canadian in Calgary or Edmonton to find out how a custom electronic records management program can change the way you do business for the. The Electronic Document and Records Management System (EDRMS) is an open platform for business critical collaboration and document and record. CANADIAN GENERAL STANDARDS BOARD. Committee on Electronic Records and Image Management. (Voting membership at date of approval). A companion document, the Government of Canada Records Management Application . The concepts used are applicable to electronic records management. Overall, the key to implementing any electronic records management program .. For example, the Office of the Privacy Commissioner of Canada has a Twitter. One of Uta Fox 's articles, The History of Records Management in Canada, . of managing electronic data over time as software changes and is no longer. 6 Electronic Records Handbook. The Canadian Medical Protective Association. The term eRecord refers to the wide range of electronic record management. Electronic records (eRecords) and other advances in health information A separate survey by Ipsos Reid for the Canadian Medical Association personal health information is managed through electronic medical records. Toronto, ON Canada M4W 1T1. T: F: . electronic records management for health care managing and protecting electronic records from. Electronic Records Management. The Investment Funds Institute of Canada. 5. In today's business climate, how well you manage corporate. Q Electronic Records as Documentary Evidence CANICGSB Canada is Inadequate on Records Management Here's Sedona Canada in.

[\[PDF\] Haunted Liverpool 26](#)

[\[PDF\] Enjoy Every Sandwich: Living Each Day as If It Were Your Last by Lee Lipsenthal \(Nov 8 2011\)](#)

[\[PDF\] Microeconomics Principles](#)

[\[PDF\] Reflejos del Alma \(Spanish Edition\)](#)

[\[PDF\] Morningstar: A Warriors Spirit](#)

[\[PDF\] Nuclear Engineering Handbook \(Mechanical and Aerospace Engineering Series\)](#)

[\[PDF\] Sicilian studies.](#)