

# Leveraging ECMS to Capture and Manage Your Records

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# Connecting SDMS to ECMS for email capture

- Superfund must have a customizable capture interface in order to assign site-level metadata to documents being captured.
- The Xtender is a middleware product permitting custom interfaces between ECMS and other apps
- There is a need now to increase the integration of other document capture tools (i.e., ExpressLink) with Xtender so that more than just email can be collected with this tool.
- The Superfund end users will still be able to use SDMS as an interface with its search and query capabilities and other necessary functionalities.

# Superfund Document Management System

SDMS is an electronic repository of Superfund documents routinely used to disseminate records in response to FOIA requests, Administrative Records, and for litigation support.

## Quick Stats

By end of FY2008:

- o Number of users – 2,836 [89% general users]
- o Number of records – 4,055,452
- o Number of images – 75,569,906

# Superfund Document Management System

## Modules:

- Search interfaces (search metadata and/or full text)
- Collection Builder – create collections on documents which can be downloaded onto CD-ROMs
- CD-ROM module – provide electronic records for ARs, FOIA responses, and litigation support
- ExpressLink – front-end document capture tool
- Indexing Tool (JCIA) – metadata capture tool

## Integrated with:

- ICTS – captures institutional controls information
- Portal – enables single sign-on for applications hosted on the SEMS Portal page

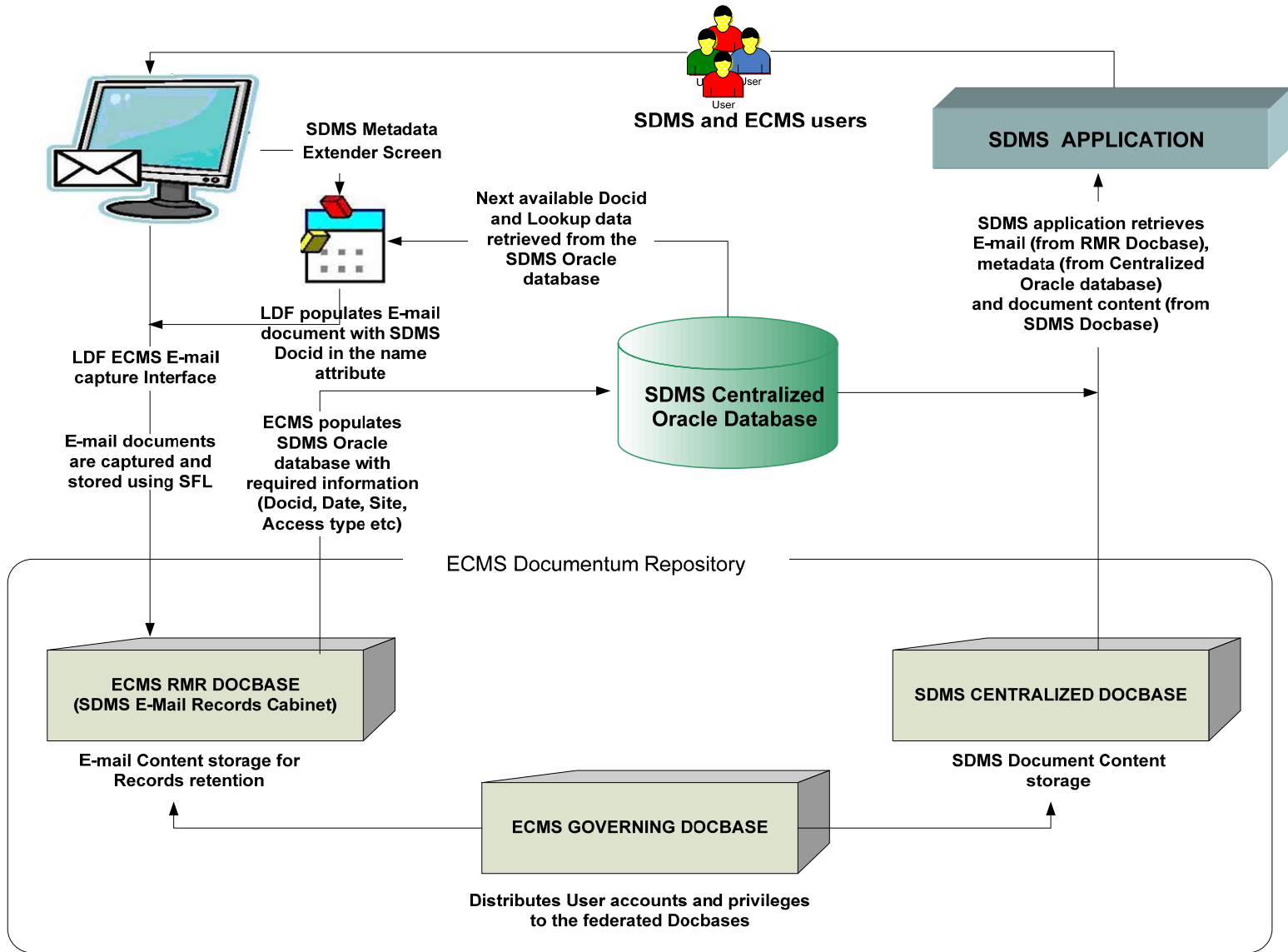
# Comparison of Data Capture – SDMS vs. X-Tender

	SDMS	X-Tender
<b>Access Types</b>	X	X
Addressee		
Author		
Bates		
Collections		
Contract ID		
Doc Class		
<b>Doc Create Date</b>	0	0
<b>Doc Created By</b>	0	0
<b>Doc Date</b>	0	0
<b>Doc ID</b>	X	X
<b>Doc Type</b>	0	0
FRC (Accession No.)		
Location		
Media Type		
<b>Operable Unit</b>	X	X
<b>Page Count</b>	0	0
<b>Phase Activity</b>	0	0
References		
Related Docs		
<b>Site Name/ID</b>	X	X
<b>Site Spill ID</b>	X	X
Status		
<b>Submitter</b>	0	0
<b>Title</b>	X	X
Tracking Info		
WADO Number		

X - Represents fields that will populated in SDMS from X-Tender

0 - Represents fields that can be added to populate SDMS from X-Tender

# ECMS - SDMS E-MAIL CAPTURE PROCESS



### Record Classification

Select Group: Records and Content Management Branch (oei\_oic\_cs)

Assign to Folder

My Commonly Used Folders

**File Plan:** oei\_oic\_cstd\_rcmb

- ECMS - Communications - Outreach materials (301-093 006b)
- ECMS - Contracts - Tech Guidance (405 202c)
- ECMS - Governance - Metadata (301-093 006b)
- ECMS - Governance - Policy (301-093 006b)
- ECMS - Projects - Email Records (301-093 006b)
- ECMS - Projects - SDMS (301-093 006b)
- ECMS - Strategy (301-093 006b)

Remove Folder    Find Additional Folders

Records to be Saved (2 Records)

Subject	Form
FW: Attach Record Progress	Memo
test with attachmnt.pdf	Memo
NCC Priorities	Memo

Message Details    Remove Record

Identify non-EPA users (Recommended)

Email Address	Name	Organization

Assign Attributes

Sensitivity

Keywords

Version 1.2.6

Save    Cancel

Open

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DCICMAIL

- Inbox
- Drafts
- Sent
- Follow
- All Do
- Junk
- Trash
- Chat
- Views
- Folder
  - EC
  - EP
  - NR
  - TO
  - WG
  - WG
  - Wo
- Archiv
- Tools
- Other

Search

Show

- 13K
- 36K
- 8K
- 3K
- 73K
- 2K
- 36K



Need More Help? Call Help Desk at 1-866-411-4372

Select Group:

**Favorite Folders**

File Plan

**Selected Folder Path**

**Assign Attributes**

Keywords:

Sensitivity:

Extended:

**1 Record(s) to be Saved**

Duplicate?	Subject	Form
false	Improve air quality at school	Memo

**Identify non-EPA users**

Email Address	Name	Organization
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# ECMS 2.0 – Record Classification Form

When Superfund Metadata is selected in the Extended field, the Extended Attribute button is displayed.

The screenshot displays the ECMS 2.0 E-Mail Records interface. At the top left is the ECMS logo and the text 'E-Mail Records'. At the top right, it says 'Need More Help? Call Help Desk at 1-866-411-4372'. Below the logo, there is a 'Select Group:' dropdown menu set to 'Office of Environmental Information'. On the left side, there are sections for 'Favorite Folders' (listing 'File Plan' with sub-folders like '091a CERCLA Section 103 Notifications / Record copy' and '010a Site Assessment / Record Copy - No Further Remedial Action Planned Sites (NFRAPs)'), 'Selected Folder Path' (showing a tree view of folders), and 'Assign Attributes' (with fields for 'Keywords', 'Sensitivity', and 'Extended'). The 'Extended' dropdown is currently set to 'Superfund Metadata', and a red arrow points to it. On the right side, there is a table titled '1 Record(s) to be Saved' with columns 'Duplicate?', 'Subject', and 'Form'. Below this is a table titled 'Identify non-EPA users' with columns 'Email Address', 'Name', and 'Organization'. At the bottom right, the 'Extended Attributes' button is highlighted with a red box, and a 'Cancel' button is next to it.

Select Group: Office of Environmental Information

Need More Help? Call Help Desk at 1-866-411-4372

**1 Record(s) to be Saved**

Duplicate?	Subject	Form
false	Mtg notes	Memo

Message Details Remove Record

**Identify non-EPA users**

Email Address	Name	Organization
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Keywords: Use commas to separate keywords

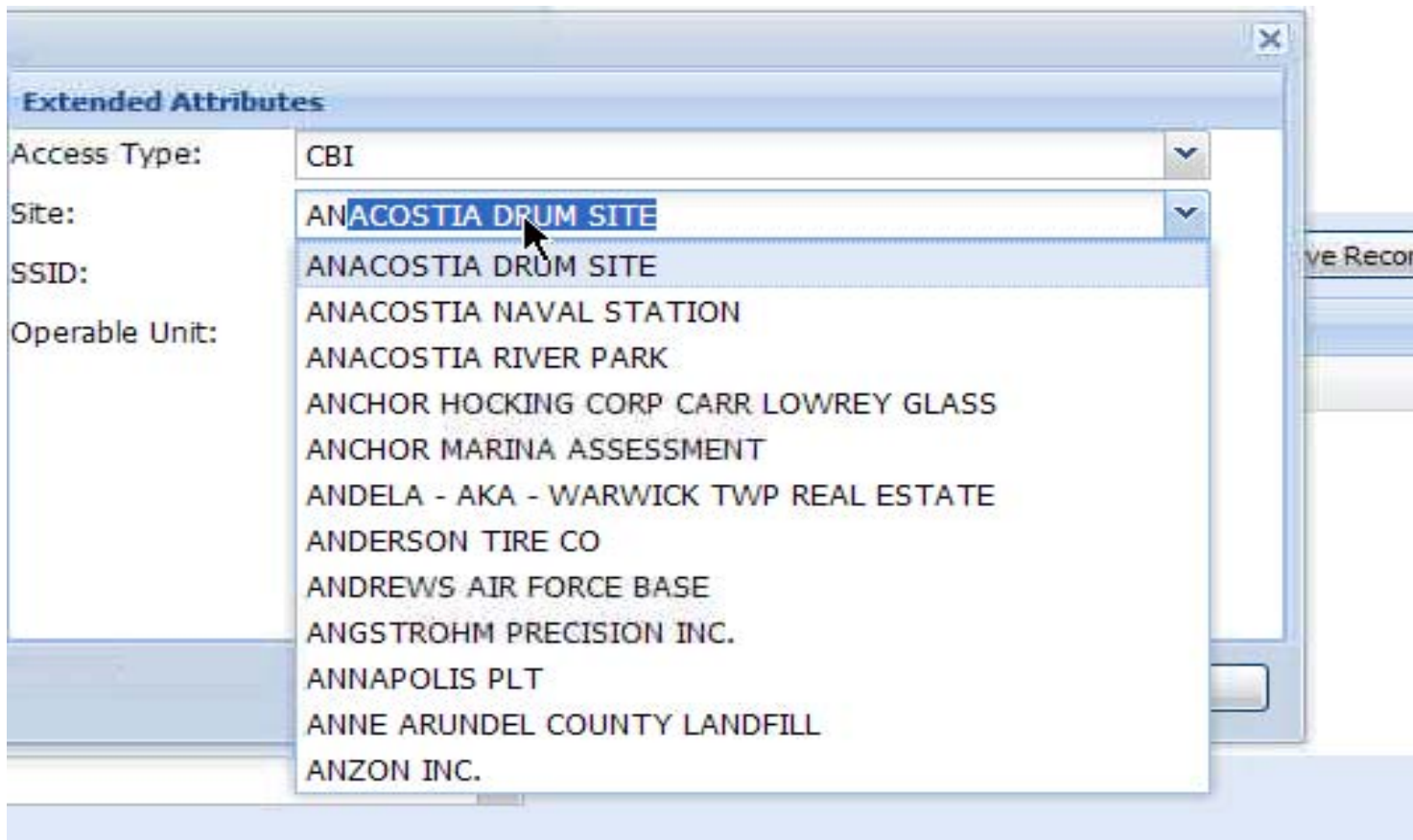
Sensitivity: Select a sensitivity...

Extended: Superfund Metadata

Extended Attributes Cancel

# ECMS 2.0 – Extended Attributes Form

Auto-scroll implemented for Site field. As characters are typed-in, users are taken to the site name. *Recommend that Site ID be appended to site name.*



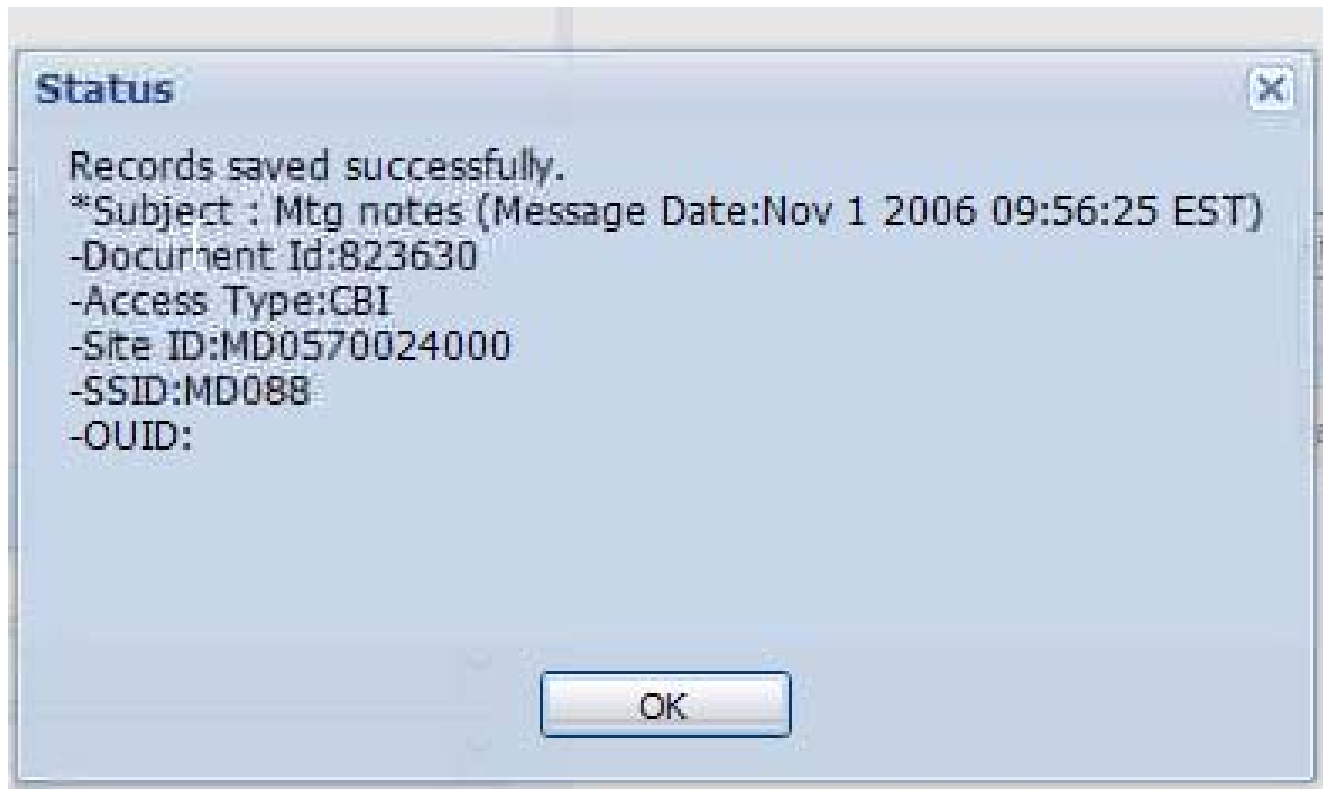
The screenshot displays a software window titled "Extended Attributes". It contains several input fields: "Access Type:" with a dropdown menu set to "CBI"; "Site:" with a dropdown menu showing a list of site names; "SSID:"; and "Operable Unit:". The "Site:" dropdown is open, showing a list of site names. The first item, "ANACOSTIA DRUM SITE", is highlighted in blue and has a mouse cursor pointing to it. The list of sites includes: ANACOSTIA DRUM SITE, ANACOSTIA NAVAL STATION, ANACOSTIA RIVER PARK, ANCHOR HOCKING CORP CARR LOWREY GLASS, ANCHOR MARINA ASSESSMENT, ANDELA - AKA - WARWICK TWP REAL ESTATE, ANDERSON TIRE CO, ANDREWS AIR FORCE BASE, ANGSTROHM PRECISION INC., ANNAPOLIS PLT, ANNE ARUNDEL COUNTY LANDFILL, and ANZON INC. To the right of the form, a partial view of another window titled "ve Recor" is visible.

Field	Value
Access Type:	CBI
Site:	ANACOSTIA DRUM SITE
SSID:	
Operable Unit:	

- ANACOSTIA DRUM SITE
- ANACOSTIA NAVAL STATION
- ANACOSTIA RIVER PARK
- ANCHOR HOCKING CORP CARR LOWREY GLASS
- ANCHOR MARINA ASSESSMENT
- ANDELA - AKA - WARWICK TWP REAL ESTATE
- ANDERSON TIRE CO
- ANDREWS AIR FORCE BASE
- ANGSTROHM PRECISION INC.
- ANNAPOLIS PLT
- ANNE ARUNDEL COUNTY LANDFILL
- ANZON INC.

# ECMS 2.0 – Extended Attributes Form

Status Form displays what was saved and the SDMS Doc ID. *Recommend that the Code and Description be displayed for Site, SSID, and OUID.*



# ECMS 2.0 – Records Classification Form

Multiple emails can be selected and saved into SDMS.

Records Classification Screen - Windows Internet Explorer

http://jese-sd:8180/jema/record.html?group\_id=1FA4CFE0300A44AC585257505006A8907&action=group&mail\_ids=null

ECMS E-Mail Records

Need More Help? Call Help Desk at 1-866-411-4372

Select Group:

**3 Record(s) to be Saved**

Duplicate?	Subject	Form
false	send and save test	Memo
false	Test_User2	Memo
false	test	Memo

Message Details Remove Record

**Identify non-EPA users**

Email Address	Name	Organization
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**Favorite Folders**

File Plan

091a CERCLA Section 103 Notifications / Record copy

010a Site Assessment / Record Copy - No Further Remedial Action Planned Sites (NFRAPs)

Remove Folder Find Additional Folders

**Selected Folder Path**

- File Plan
  - A
    - A1
      - A1.1
        - 091a CERCLA Section 103 Notifications / Record copy

**Assign Attributes**

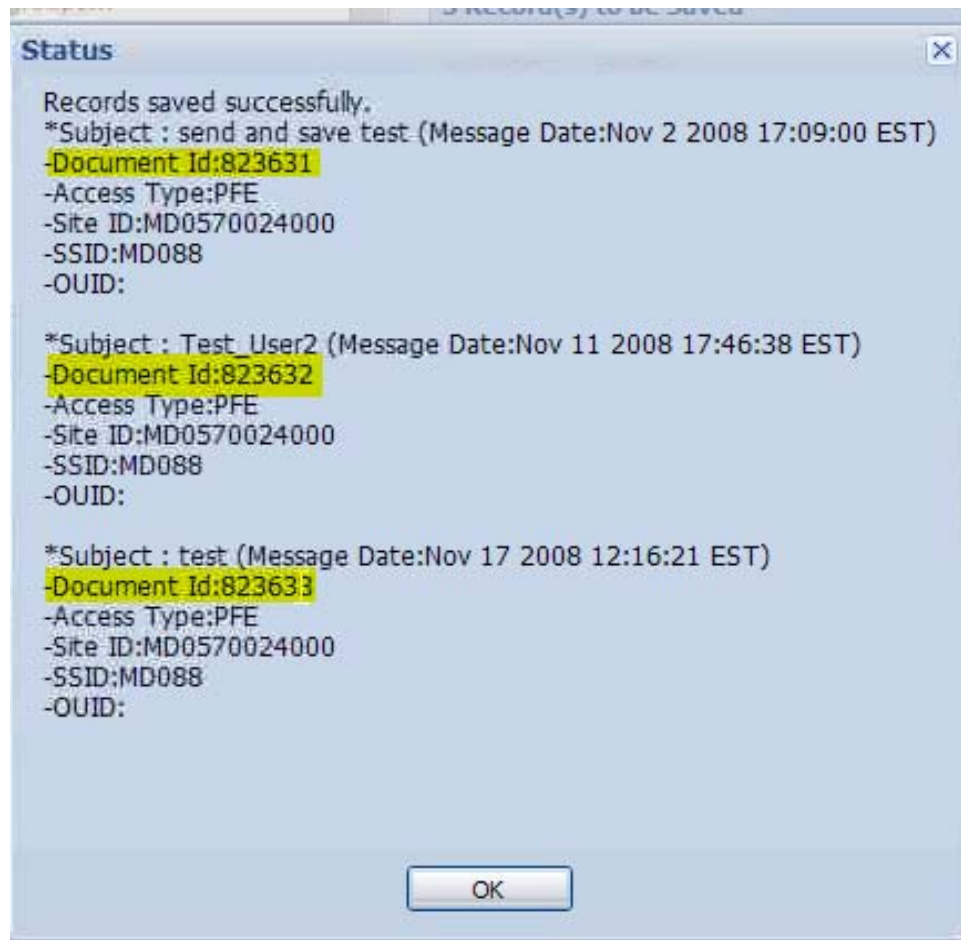
Keywords:

Sensitivity:

Extended:

# ECMS 2.0 – Records Classification Form

Status Form displays how sequential SDMS Doc IDs can be assigned to multiple emails.



# Recommendations from the Regions

- Possible ECMS email metadata fields to populate SDMS fields:
  - Author
  - Addressee
  - Document Date
  - Document Create Date
  - Document Created By
  - Document Type
  - Phase
  - Submitter
- Workflow or email notification needed to alert Records Center staff so missing data gaps can be inputted.
- No bulk processing capability
- Email attachments (how will they be stored – as one document or separate documents)
- Correlate Regional file plans to the Standard File List (SFL) in ECMS

We expect to Superfund employees to begin using the Xtender interface to submit email records in February, 2009, after the LDF 2.0 upgrade and migration is complete.