

**DISCUSSION BRIEF
EDMS WORKGROUP CONFERENCE CALL
OCTOBER 9, 2002**

In Attendance:

Boyd Johnson	Maureen Haggerty
Daniel Edwards	Ted Wilson
Sheri Newman	Pam Pucetas
Rick Rager	

- By consensus, the mission statement was approved with no revisions and adopted as the draft mission statement.
- The concept of “systemic thinking” was reviewed for the group. It was defined as looking at the whole system versus a piece of that system; it divides the “opportunistic”, or short-term solution, from one that is long-term and global in nature. As it pertains to EDMS, we are reminded to look at the solution not just in terms of document imaging and storage, but to keep in mind the incorporation of other future services to be added to this solution, such as public access and e-filing.
- The topic of the project analysis tool was discussed as it related to the guidelines it set forth in determining candidate projects for enterprise-wide leveraging opportunities. The criteria—cost of ownership, benefit to the public, commonality of goals, accessibility, competency and integration—should be noted and observed as we move forward in this phase of the analysis process.
- EDMS implementation alternative discussions began with proposals by Boyd Johnson and by the vendor, Wave Imaging Corporation. Although further conversation on the options was postponed until next meeting, to give everyone an opportunity to review all the documents, a tentative list of alternatives to examine was developed:
 - Option #1: Localized** – upfront purchase or lease of EDM software, scanning station(s), in-house server, LAN upgrades, implementation, training, additional services, in-house technical support. All images are stored and maintained locally.
 - Option #2: Hybrid 1** – upfront purchase of EDM software, scanning station(s), implementation, training; all documents scanned by courts and data is stored in central repository managed by vendor; AOC would only be involved in managing network access to AZTEC and facilitate purchase agreement. The relationship would be between court and vendor.
 - Option #3: Hybrid 2** – same as Option #2, but everything is leased with minimal upfront costs.

Option #4: AOC Hosted – same as Option #2, but data is stored in a central repository maintained by the AOC

Option #5: Hybrid 3 – Combines Localized and Hybrid 1 or 2. A small server is leased or purchased for the courts to house documents short term, with the central data repository, managed by the vendor, as the holder of official court records

- For next meeting, the proposal by Boyd Johnson, the two proposals from Wave Imaging Corporation posted to our EDMS website, and the proposal from Wave Imaging to La Paz County Superior Court should be reviewed to prepare for the discussions on the various options listed above. Additional cost and technical information from the vendor and IT personnel will be also be gathered. (ed. Note: Sheri Newman e-mailed the group the LaPaz proposal from Wave Imaging 10/9)

END