Recognizing the many benefits to maintaining records electronically wherever possible, the University recently selected Hyland Software, Inc. to provide a system (OnBase) to enable the University to capture and store electronic documents, to convert paper records to electronic images, and to use workflow and other tools to improve business processes. The pilot project for this system, the Graduate Admissions Project, will “go live” over the next few months.

There are numerous units within UW where very significant benefits would accrue from the use of the document management system. In order to assist in setting priorities, and guiding and monitoring its deployment, I am establishing a Document Management Steering Committee with the following mandate:

1. To develop a long-term strategy for document management; i.e., what will the system have achieved for UW 5 or 10 years down the road?
2. To develop criteria consistent with the overall objectives against which to evaluate projects. These might include:
   - Improved services to students and other internal and external clients (e.g., more self-service opportunities, ability to respond more quickly to client needs)
   - Improved business processes (e.g., automating manual tasks, integrating autonomous processes into a managed enterprise process)
   - Enhanced sharing of enterprise information both internally and externally
   - Enhanced efficiency (e.g., reduced duplication and redundancy; reduced need for paper, filing, and paper storage; improved compliance with record-keeping, privacy, and security requirements; increased staff time for value-added tasks)
   - Ability to meet challenges (e.g., requirements of external agencies, need for signatures, need for long-term retention)
• To evaluate and recommend to Executive Council the initiation of document management projects

3. To monitor progress towards enterprise-wide document management

I am grateful to the following people who have agreed to serve on the Document Management Steering Committee: Lois Claxton, Carolyn Dirks, Alan George (Chair), Dennis Huber, Geoff McBoyle and Roy Wagler. They will, of course, engage many others on campus as they proceed with their work.

AC/kg