Your Agency's Information: There When You Need It?

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82% of federal managers indicate that **information management is essential or important** to agency operations

YET
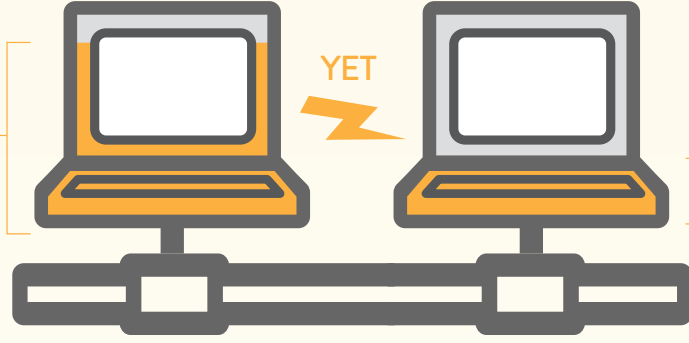
only **28% of federal managers** describe their agency's information management as **adequate**

Every agency is drowning in paper.

MARK MANDEL, Records Management Practice Manager for OpenText Public Sector

54%
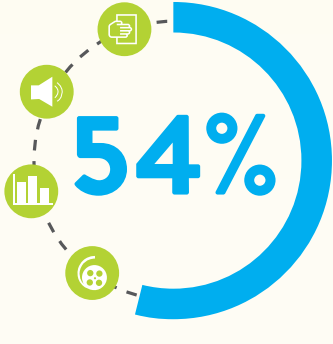
Managers believe that **just 54%** of an agency's information **is available digitally.**

C The **average grade** managers give their agency's **information management system**

51% of managers lack the resources needed to fully implement an information management system.

C The **average grade** managers give to their agency's **FOIA process**
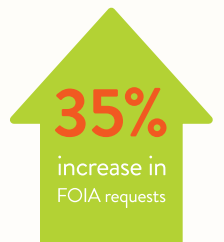
FY 10 — 597,415
FY 11 — 644,165
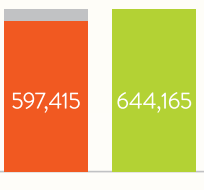
The number of FOIA **requests rose from 597,415** in Fiscal Year 2010 **to 644,165** in Fiscal Year 2011.
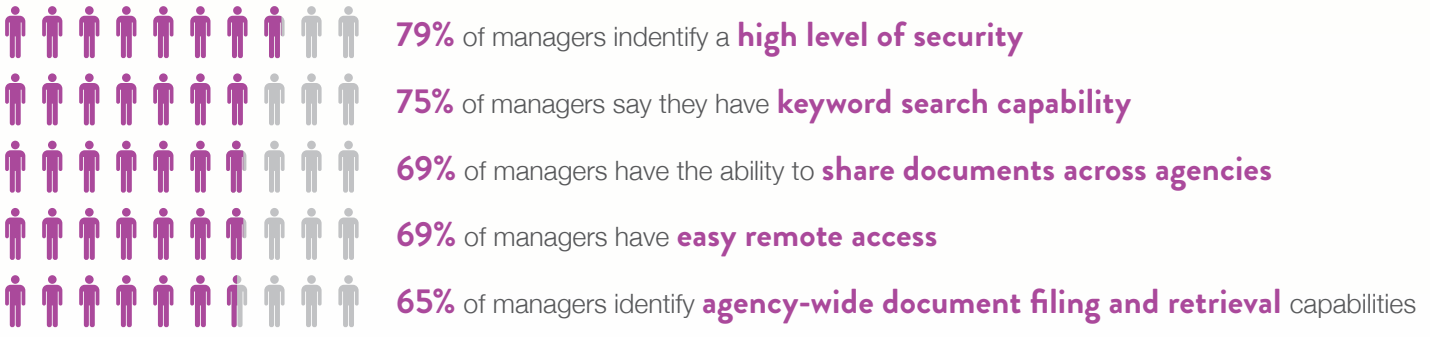
During this time, the Department of Homeland Security experienced a **35% increase** in the number of incoming FOIA requests.

35% increase in FOIA requests

Most agencies do not have adequate controls for the major activities of their records management processes.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION, 2011 Records Management Self-Assessment Report, May 2012

Qualities of current information management systems:

79% of managers identify a **high level of security**

75% of managers say they have **keyword search capability**

69% of managers have the ability to **share documents across agencies**

69% of managers have **easy remote access**

65% of managers identify **agency-wide document filing and retrieval** capabilities

Despite the challenges, some agencies are successfully implementing information management systems.

A cloud archive solution is expected to reduce manual processes by 42%
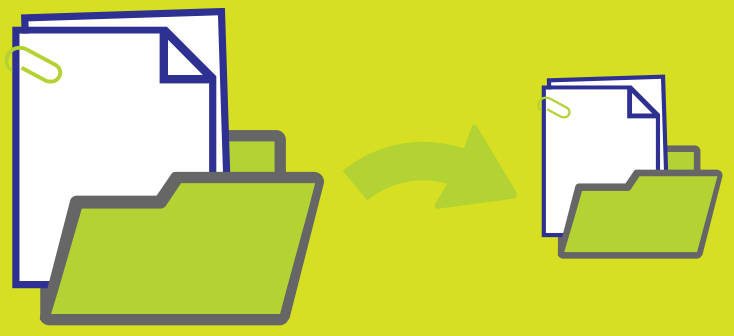
The **Department of Interior** (DOI) is implementing a Department-wide records management and electronic archiving solution, powered by the cloud. The move is expected to **reduce manual processes related to printing and filing by 42%** in the first two years.

The **Department of Defense** (DOD) and the **Department of Veterans Affairs** (VA) are **integrating health records** to provide seamless transition between DOD and VA hospitals. The system will be deployed nationally from 2014 to 2017.

DOD   VA

17 million copyrights digitized
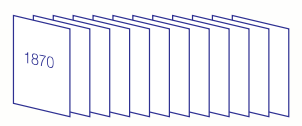
The **U.S. Copyright Office**, part of the Library of Congress, **plans to digitize all of its historical copyrights** from 1870 to 1977, and make them available online. So far, **17 million cards have been scanned.**

TOP 5

Federal agencies in compliance with federal records management regulations and policy:

Office of Surface Mining Reclamation and Enforcement (Department of the Interior)

Office of the Special Trustee for American Indians (Department of the Interior)

Bureau of Indian Affairs (Department of the Interior)

US Citizen and Immigration Services (Department of Homeland Security)

Office of Personnel Management

Information management has also arrived at state and local government agencies...

The **Massachusetts Department of Health and Human Services** freed up **36% of its warehouse** by scanning and digitizing paper documents, saving space and allowing the state to renegotiate its lease.

Freed up 36% of its warehouse
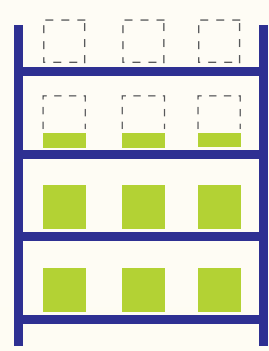
ONE MILLION IN SAVINGS

Texas's **Denton County** implemented a new content management system to digitize the community's records. The system has provided Denton with approximately $1 million in savings and 24-hour secure access to records.

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