

the Archive-Skills consultancy

Info-byte: EDMS, ERMS and EDRMS

What do the acronyms mean?

EDMS Electronic Document Management System
Controls the creation, use and destruction of electronic documents to facilitate workflow

ERMS Electronic Records Management System
Enables the capture and management of those electronic documents required as records

EDRMS Electronic Document & Records Management System
Combines the functions of an EDMS and an ERMS

What are the differences?

EDMS	ERMS
<ul style="list-style-type: none">• Is not restricted to records• Will not usually include the contextual aspect of records• Allows documents to be modified and/or exist in several versions• May allow documents to be deleted by their owners• May include retention controls• May include a document classification and storage structure, which may be under the control of users• Is intended primarily to support day-to-day use of current documentation for business or information purposes	<ul style="list-style-type: none">• Is a record-keeping system• Must include the contextual aspect of records and their inter-relationships• Prevents records from being modified• Prevents records from being deleted except as part of the controlled disposal schedule• Must include rigorous retention controls• Must include a classification scheme which determines the record arrangement structure and is maintained by a designated "Administrator"• May support day-to-day working but is intended to provide a secure repository for the preservation of and access to meaningful business records over time



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