

SAM—RECORDS MANAGEMENT

INTEGRATED DOCUMENT MANAGEMENT (IDM)

1650

(Revised 09/02)

CalRIM has an Integrated Document Management function (formerly known as Imaging). Agencies considering use of microforms, optical disks, electronic document/records management, or workflow systems, should obtain assistance from CalRIM. CalRIM has published a "State Micrographics Manual" that has important information needed to justify and manage the use of microform. CalRIM has also published an Electronic Records Management Handbook and Specifications for Records Management Software: both of them are available on the CalRIM website: <http://www.pd.dgs.ca.gov/calrim/default.htm>