

VERS Plug in

VERS Compliance for FileNet P8

In Brief:

The VERS Plug-in allows IBM FileNet P8 Records Manager to be fully compliant with the Victorian Electronic Records Standard (VERS).

VERS compliance allows your company to provide accurate and authentic digital records which can be used as evidence of organisational activities.

Business and organisational activities are moving away from paper-based interactions toward electronic interactions. It is becoming increasingly necessary to capture records of these electronic interactions as future evidence. The VERS Plug-in for IBM FileNet P8 Records Manager enables the capture of these electronic records by leveraging the strength of the FileNet P8 Platform.

IBM FileNet P8 Records Manager is a powerful way to manage electronic or physical records. Electronic records reduce paper handling and storage and increase discovery and accessibility of records. All of these things act to reduce the cost of records management.

The IBM FileNet P8 Platform takes this a step further and allows you to take control of documents and emails in the organisation. The platform allows you to declare records as part of a normal business process removing dependencies on staff to manually declare records.

VERS was established as a way to ensure the retention of electronic records and ensure that they can continue to be accessed in the future. This is accomplished through the creation of a VERS Encapsulated Object (VEO). The Victorian Government in Australia accepts only VEO digital records to the Digital Archive for preservation.

The VERS Plug-in is a software solution developed by Renewtek Pty Ltd which has been developed as a plug-in for IBM FileNet P8 Records Manager. It allows an enterprise or organisation to maintain accurate and authenticated electronic records of business activities and leverages the power of an Enterprise Content Management platform.

Technical Brief:

System Requirements

IBM FileNet P8 Records Manager 3.7 or greater

Standards Compliance

VERS v2

User Interface

VERS Records can be declared interactively using IBM FileNet P8's out-of-the-box user interface, Workplace.

Development

The VERS Plug-in uses IBM FileNet P8's Plug-in architecture. There is no need to patch or change the core components of FileNet Records Manager.

Features and Benefits

Reduction in Paper

VEOs allow your organisation to use electronic records as evidence which can be authenticated through digital signatures. Packaging documents along with VERS metadata lends credibility and integrity to digital records which are otherwise too easy to alter.

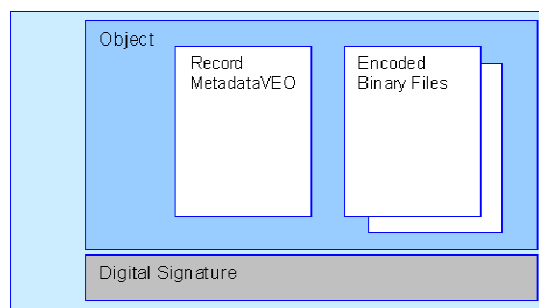
VERS Through Process

By leveraging IBM FileNet P8's full platform, VEOs can be created as part of a process. Records can be identified, declared, encapsulated and archived without any user interaction. Allow FileNet P8 to execute your records management policies to remove burden and the possibility of error from users.

Technical Features

The VERS plug-in provides a clean separation of responsibilities from IBM FileNet P8 Records Manager. There is no need to upgrade or patch your current system to attain VERS capability. The VERS plug-in utilises APIs and integration points from FileNet to achieve standards compliance by supporting methods to automate the capture of records from the desktop and systems.

The technological implementation of this lies in the creation of a VERS Encapsulated Object (VEO). This VEO contains XML which describes the context, history and technical details of the record. The XML also contains the record itself which can be any number of encoded files in long term preservation formats (Text, PDF, TIFF, JPEG, MPEG-4). This object is then digitally signed to provide authenticity and integrity.



For further information and more detailed information about VEOs see the Public Records Office website (www.prov.vic.gov.au/vers/).