



# Microsoft SharePoint and EDRMS

## Introduction

The purpose of this recordkeeping information sheet is to provide advice on the implementation of Microsoft SharePoint 2013 as part of an agency's recordkeeping solution.

## What is SharePoint?

SharePoint is an integrated platform that delivers workgroup portal and collaboration functionality as well as enterprise search, workflow and reporting when used with other MS Office products. Its document management capabilities allow users to collaborate on the creation, review and approval of content, including documents, lists, web pages and other formats such as wikis, blogs and discussions. It also integrates with other programs, servers, and technologies in the MS Office 2007, 2010 and 2013 releases.

## What is an EDRMS in the South Australian environment?

An EDRMS is a safe, secure and governed *electronic document and records management system* that applies business classification, disposal, metadata management and security to enable the capture and management of information and records:

- from creation through to disposal
- from the desktop as part of normal business, and includes:
  - content and context metadata, facilitating the efficient management and discovery of digital information and records.

## Is SharePoint an EDRMS?

In addition to its portal and collaboration tools SharePoint delivers enterprise content management (ECM) functionality. This includes elements of document management software for environments that have no requirement for compliance with South Australian (SA) Government recordkeeping standards.

As an "out of the box" product SharePoint does not provide the full range of recordkeeping functionality required to enable it to comply with SA Government standards. As a stand-alone product SharePoint therefore does not offer a complete EDRMS and does not replace an enterprise EDRMS solution.

However, if used in conjunction with third party tools and with suitable configuration, it is possible that compliance with the SA Government's EDRMS standards and guidelines may be achieved. Third party tools that have achieved VERS certification are i5 Records Management for SharePoint v1.0; RecordPoint for Microsoft SharePoint, RecordPoint for SharePoint 2010 and RecordPoint for SharePoint 2013.

Alternatively, SharePoint can be integrated with an existing EDRMS to provide enhanced portal and collaboration tools while still using a compliant EDRMS to manage physical and digital records. EDRMS vendors such as Objective and TRIM provide integration options with SharePoint for this purpose.

*The inclusion of a specific software product within this information sheet does not imply endorsement of that product by State Records, nor does it necessarily imply system compliance with the SA Government's standards.*

*As of June 2013, i5 will no longer be marketed by its developers, but existing customers will continue to be supported to remain VERS compliant.*

*Agencies are advised that product evaluation against the EDRMS standards issued by State Records is necessary in order to determine compliance.*

## **Meeting South Australian EDRMS functional requirements**

The basis of the SA EDRMS functional requirements is to capture active, current content into the enterprise wide, single content/records system, in a manner that applies appropriate security, audit and search capabilities, without users having to consider records management implications.

For SharePoint to comply with the SA EDRMS functional requirements it requires extended capability through third-party products or integration with an EDRMS to provide recordkeeping functionality in the following areas:

- management and tracking of both physical and electronic documents and records, specifically semi-active and inactive records
- records disposal
- conversion of record types, other than those created with MS Office products, to long-term, open preservation formats
- reporting for records management purposes
- electronic recordkeeping storage for automated workflows which would enable documents to be captured as records as part of normal business processes, and
- maintain records in series, consignments and units for archiving.

SharePoint 2010 consists of improved metadata and classification functionality in comparison to the 2007 release of SharePoint. Changes to SharePoint 2013 were primarily around the user experience including:

- the ability to edit managed metadata in a spreadsheet view
- implementation of 'drag and drop' to upload documents; and
- improvement in search functionality, collaboration and workflow.

## Further information

Agencies considering integrating SharePoint with a South Australian compliant EDRMS should speak to the EDRMS supplier.

Further information about SharePoint can be obtained from Microsoft or one of its partners.

## Version control

Version number	Date of issue	Details
1.0	27 September 2007	New
2.0	4 July 2008	Content revision
2.1	28 August 2009	Format, contact changes
3.0	2 December 2009	Content revision, correct RK number, format, contact changes
4.0	6 April 2011	Content revision, including SharePoint 2010
4.1	23 November 2011 (retained previous issue date)	Format, contact changes
6	17 September 2014	Content revision, including SharePoint 2013

Classification: Public