

Document Storage Workgroup Agenda

November 17, 2016

10:45 – 12:15

Mission Inn Resort
El Nuevo Mundo Conference Center
Cortes Room

- I. **Welcome** – *Steve Shaw, Document Storage Workgroup Chair*
- II. **FCTC update document** – *Group Discussion*
- III. **FCTC presentation discussion** – *Group Discussion*
- IV. **Open discussion** – *Group Discussion*
- V. **Adjourn**

Document Storage Workgroup – Status Update

Almost two years ago, the Document Storage Workgroup (DSW) was formed. Our initial task was to determine the most appropriate document file storage format to be used for the long term storage of electronic court documents, instead of the current TIFF file format. After considerable research involving subject matter experts from a wide variety of resources including state and federal courts systems, document storage industry standards and trends, and discussion with vendors that specialize in document management and archiving solutions, the DSW proposed the PDF/A-2 document standard as the long term storage format to be used by the State of Florida Court System. In mid-2016, the FCTC approved the workgroup's PDF/A-2 document storage format recommendation.

A secondary task associated with document storage was the attempt to determine the cost and timeframe required to implement the new document format through all elements of the Court System document workflow. Workgroup discussion occurred which resulted in the development of a questionnaire to send to CMS vendors. The questionnaire was then distributed to all Clerk of the Court offices for distribution to their CMS vendors. Responses to the questionnaires from the Clerk CMS vendors made the workgroup aware of the need to detail issues related to using the new document format. The issues were categorized into specific areas that would be most affected by this new document storage format. The DSW believes the primary categories of workflow affected are:

- Document Creation
- Document Filing
- Document Storage
- Document Delivery

Important points to be considered by other workgroups in the development of future potential standards have been developed by the DSW and expand each category listed above into segments that we believe require additional discussion, evaluation, research, and decision making from other workgroups that are involved with the primary categories listed above. The DSW believes that additional discussions in each workgroup should occur before a complete cost estimate and timeframe for implementation can be obtained. From what the DSW understands, the draft standards components and talking points created by the DSW will be distributed in appropriate sections to other workgroups for further development. Since many of our workgroup members participate in other pertinent FCTC subcommittees and workgroups including the Standards Consolidation Workgroup, Portal Subcommittee, FCTC/RJA Joint Workgroup, and Certification Subcommittee, these participants can provide input from our workgroup discussions when appropriate.