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# CERP Guidance Memorandum

South Florida Water Management District – Jacksonville District, U.S. Army Corps Of Engineers

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**CGM NUMBER-REVISION:** 052.00

**EFFECTIVE DATE:** 06/28/2007

**CATEGORY:** Data Management

**SUBJECT:** Documentum Use, Policy and Guidance

## **DESCRIPTION:**

This CGM establishes procedures and policy for Documentum file access, maintenance and promotion.

## Background:

In 2001, CESAJ IM and SFWMD IT staffs developed the hardware and software technology standards for the CERP network and storage area. The domain was named CERPZone. The need for an electronic document management system was identified. After an evaluation, the Documentum solution was selected to be the primary document retention repository. Copies of Documentum were acquired for the Jacksonville and West Palm Beach sites to allow for the collaboration and permanent storage of these documents.

## Authority:

The Design Agreement between the Department of the Army (DA) and SFWMD was signed on 12 May 2000. The CERP Master Program Management Plan, Vol. I – Management Processes Comprehensive Everglades Restoration Plan 2.2.1.4 *Document Management and Control* subsequently specified:

*“The Corps and the SFWMD will work together to develop and implement a process and protocol for tracking and documenting decisions that impact the design, design process or schedules for the Comprehensive Plan. A document management and control system will be developed and implemented for collaboration, storage and retrieval of design products, records and documents, as well as information pertaining to design costs and expenses incurred during implementation of the Comprehensive Plan.*”

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*The Corps and SFWMD will develop and maintain a compatible document management and control system so that all information is readily available to both organizations with electronic posting to the shared data information network.*

*All Corps and SFWMD project managers will be expected to become familiar with and use the document management and control system. It is critical that all electronic and hardcopy project documents generated during the implementation of their project be preserved for the record and are accessible to others.”*

The Records Management authority for CERPDoc\_SAJ is governed by DOD and USACE regulations. The Records Management authority for CERPDoc\_WPB is governed by State of Florida statutes.

## **GUIDANCE:**

### Applicability:

Documentum will be used for development, management, and storage of word processing, spreadsheet, presentation, and cross-platform image files suited for its design, particularly those developed collaboratively or sequentially.

All significant documents related to South Florida Restoration will be managed in Documentum throughout their existence, to include:

- Official correspondence
- Decision documents
- Project development review packages (FSM, AFB)
- Real Estate documents
- Construction Documents
- Guidance
- Contract documents when stored with acceptable security
- Meeting minutes
- Finished work products
- Change Control records
- Agreements

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- Project Management Plans
- Project Implementation Reports
- Feasibility Studies
- Work-in-kind records
- Other electronic records suitable for the permanent record

The USACE should store the primary electronic engineering, design, and drafting files in Project Wise. A PDF copy will be stored in Documentum. The SFWMD should store primary AutoCAD documents in Documentum. This is being done since SFWMD cannot read Microstation files. USACE can access and read AutoCAD files successfully.

## Life Cycle of Documents:

*Life Cycle States* – The system will provide 3 states for documents with different access rights applied at each state:

**WIP (Work In Process)** - this state is the initial starting state that a document is placed in. While in this state the document is in Draft and is being developed and reviewed. It is not meant for general public viewing, and does not reflect the final published public version. The owner of the document is the person that imported it into Documentum, Document in this state are “Working Papers” and their security is restricted to appropriate personnel. Access rights defaults to the access rights of the container (folder) or are assigned by the owner at import time. (See section on Location of documents for more information.)

**Published** - this state is the final approved published version of the document. The owner of the document is the Docbase. All “Version, Write and Delete” access rights are restricted. All CERPZone users have “Read” access rights.

CERPDoc\_SAJ: An ARIMS code is applied to the document with a disposition and retention schedule.

CERPDoc\_WPB: Sunshine Retention schedule is governed by Florida Statute Chapter 119.

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**Archived** – this state is for documents that have been superseded by a newer published document. This is historical information and is no longer considered current policy. The document is owned by the Docbase and all access rights are restricted (Delete, Write, Version and Read).

*Promotion criteria:*

**WIP to Published status** - When a document has been developed into final form, including signature if applicable, the document is ready to be promoted from Work In Progress (WIP) status to Published status.

**Published to Archived status** - When a document is published to replace an earlier published version, the superseded version will be placed in an Archived status.

*Location of documents at each Life Cycle State:*

## **CERPDoc\_SAJ:**

WIP – The document can be stored in the owner's personal folder (Docbase Home Cabinet) or in a Team Room folder.

Published – The document is moved to the “CERP Project” cabinet/sub-folder according to its Project Name and CERP Code Properties.

Archived – The document remains in the cabinet/sub-folder that it was filed under in the “Published” state.

## **CERPDoc\_WPB:**

WIP –The file will be imported by the owner and placed in the final location. The owner has the ability to restrict access, if necessary. Users are able to create a new version of an existing file.

Published – The files do not change location. Users do not have the right to change or version the file. The owner can promote the document to Archived when superceded.

Archived – The document remains in the cabinet/sub-folder that it was filed under in the “Published” state.

*Requirements for properties at each Life Cycle Document State:*

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## **CERPDoc\_SAJ:**

### WIP Entry Criteria:

*Required* - The document must have a value for the “Document Name” and the “Project Name”. This is a requirement for importing a document into the Docbase.

*Recommended* – All other properties of the Document.

### Published Entry Criteria:

*Required* – The document must have all WIP Required Properties as well as a value for the “CERP Code” property. *Note: The system will apply the ARIMS Code and Retention Schedule to the document based on the “CERP Code*

*Strongly Recommended* – The document’s Subject, Keywords, and Author should be completed, as well as all other pertinent properties.

### Archived Entry Criteria:

*Required* – Archived label added to property.

## **CERPDoc\_WPB:**

### WIP Entry Criteria:

*Required* – The document must have a value for the “Document Name” and has to be placed into the correct project path.

*Recommended* – All other properties of the Document.

### Published Entry Criteria:

*Required* – The file has to be approved by the appropriate authority and the author must promote.

*Recommended* – All other properties of the Document.

### Archived Entry Criteria:

*Required* – Archived label added to property.

## Responsibilities:

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## *Administration of Documentum Services:*

**CERPDoc\_SAJ** – The system will be maintained by USACE IT/IM personal under the control and guidance of the USACE CERP IT/IM manager. All upgrades, updates, and daily administration function will be performed as needed to ensure that the system is available to the end user community.

**CERPDoc\_WPB** - The system will be maintained by SFWMD IT/IM personal under the control and guidance of the SFWMD CERP IT manager. All upgrades, updates and daily administration functions will be performed as needed to ensure that the system is available to the end user community.

## *Administration of Program, Project and Team Room Areas:*

**Program and Project Areas** will be maintained by the IT Documentum Administrator(s). Requests for new areas or changes to existing areas should be submitted to a IDM Documentum Liaison who will forward it, after approval, to a IT Documentum Administrator. Email is an acceptable means of communication. Structural changes will be submitted via the CITIF process by the IDM Documentum Liaisons. Permissions will be addressed in 5.3.

**Documentum Team Rooms** have been established in the CERPZone North Docbase. A Team Room Administrator will be assigned to control membership and access to each room. Assignments will typically need to be changed due to a reassignment of the project manager of record or to delegate the administrator responsibility. The responsibility for timely notification of Team Room Administrator changes lies with the outgoing Team Room Administrator. If the outgoing administrator is unavailable to make the reassignments, the project manager of record or their supervisor (or delegate) will provide the information indicated below.

Requests for new Documentum Team Room areas or changes to existing areas should be submitted by the project manager of record, their supervisor (or designee), or a IDM Documentum Liaison. After approval, the IDM Documentum Liaison will forward to the request to the IT Documentum Administrator. Email is an acceptable means of communication. A member of the IDM Management

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group may, after a significant reorganization, check the list of administrators against new organization charts and request changes directly through the IT Documentum Administrator.

All requests will contain the following:

- a) Name of the Team Room
- b) Name of the Team Room Administrator

New requests will also include:

- c) A list of initial Team Room Members and associated permissions

### *Team Room Membership:*

Team Room Membership is controlled by the Team Room Administrator. A validated CERPZone user will contact the Project Manager to request permissions to get access to established Team Rooms. The Project Manager will direct the Team Room Administrator to create the user permissions as appropriate. It is the responsibility of both each Team Member and the Project Manager to keep the Team Room Administrator up to date on their membership so that the membership groups are current and valid.

### *Program, Project and Team Room Area Maintenance & Cleanup:*

The Administrator, project manager, document owner, or designee will, when a significant document has been completed, complete the document's property sheet and keyword list and then promote that document to the "Published" state.

The Administrator, project manager, or designee will, throughout his or her tenure on the project, evaluate the importance of each file and its older versions in the folder, prompting publication of completed significant documents and deleting items no longer needed and of no historical significance. The Administrator may keep old versions of significant documents for reference, or may at his or her discretion "trim" older version of published documents.

## **APPLICATION:**

Effective immediately, this guidance applies to all projects utilizing Documentum for document management.

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## APPROVALS:



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South Florida Water Management District

DATE: 6/22/07



**Dennis R. Duke, P.E.**  
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DATE: 6/28/07

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