A Document Repository

Managing the documents used and produced by the workings of the Deep Creek Lake Management Plan Steering Committee and its Subcommittees.

Pete Versteegen
December 2, 2013

Observations

- We get a lot of:
  - Reading Materials
  - Reference Materials
  - Working Papers
  - Final Papers
  - Agendas
  - Minutes
  - Press Releases
  - Newspaper Articles
  - Images
  - Photos
  - Others

The Problem

✦ How do we keep track?

We're not alone with this challenge.

Every business and government office and researchers face the same challenge.

In a digital world the number of documents one would like to keep track of has expanded enormously.

Solutions

- **Many** Solutions Are Available
  - Web applications
  - Organization specific solutions
  - Personal solutions
  - For different computer operating systems (Windows, Linux, Mac, …)
  - Different Complexities
  - Free of charge to very expensive
  - From a few to a vast array of options

What Might Work for Us?

- ✦ All materials to be readily available to anyone

- ✦ Easily findable and retrievable

- ✦ Available at any time

- ✦ Searchable by category

- ✦ Searchable by keyword

- ✦ Ability to link documents

- ✦ Public and restricted access

Proposed Solution

- ✦ A DMS (Document Management System)
  - ✦ Web based
  - ✦ A Search Box
    - ✦ Use keywords or Phrases
  - ✦ Select from a list of categories
    - ✦ e.g. SC minutes,
  - ✦ Select by specifying the document number
  - ✦ Free

What I Like To See Done

- Identify your personal habits to search for a document

- The kind of categorization you like to see

- Keywords and key phrase that are important to you

Email your comments to the SC members
I'll identify an appropriate solution and
implement it on a website to test

Some Questions to Ask

- ✦ Permanent storage or temporary storage

- ✦ Security - Public and/or limited access

- ✦ The volume of materials

- ✦ Additional materials not specifically used in the meetings but that can provide significant understanding