

ECM Basics Practice Activity

Draw a line connecting the term on the left with the correct definition on the right. Check your answers by referring to *Enterprise Content Management (ECM) Basics: How Much Do You Know?* (pg. 16-17).

Vital Record	A term coined by IDC to describe the rapid expansion in the amount of data and the rate at which it is being created. Often used to refer to the large amounts of data being collected and requiring management by companies.
Cloud Services	Provides an alternative way for companies to run their business. Instead of implementing, maintaining and running content management applications themselves, businesses simply access everything they need through the internet.
Big Data	The process of ensuring a company's records management activities follow legal guidelines. May be checked by a governing body, or a court may review records policies when the company is involved in a lawsuit. Failure may result in fines and occasionally jail time.
Information Lifecycle Management (ILM)	The process of physically scanning your paper documents into electronic files. Although scanning is the most common way documents enter an ECM, additional capabilities enable systems to automatically recognize and pull in electronic files from network directories and email servers.
Indexes	Provides businesses with the ability to capture, manage, store and securely access any information, including electronic files, paper documents, images, and email that delivers any document, anywhere, anytime® on virtually any device. Also known as content services or document management, it can enable records management.
Workflow	A category of applications that allow individuals to exchange files and collaborate to make edits.
Records Management (RM)	Customizable fields that make files easier to find by creating a path to your information. Also called metadata.
Information Governance (IG)	The company's policies and permissions that guide employee's actions to ensure a company's ability to comply with regulations and retain records appropriately.
Compliance	The consistent management of records/documents from creation to destruction. It is comprised of strategies, processes, and technologies to effectively manage information which when combined, drive improved control over information in the enterprise.
Document Capture	Companies are required by various government and industry regulations to retain records for set periods of time and then destroy them. This includes the policies and rules for securely managing this content in both physical (paper documents) and electronic forms.
File Share and Store (FSS)	Any record that would be needed in order to start a business over from scratch (i.e. following a disaster).
Enterprise Content Management (ECM)	Electronically routes your documents from step to step, alerts users of pending work assignments, and tracks and reports progress. By automating the flow of information, it improves business efficiency.