



ams
Student Society
of UBC Vancouver

AccessAMS – Electronic Records & Access Upgrade

September 10th, 2014

Our Mission

“To improve the quality of the educational, social, and personal lives of the students of UBC”

The Society will foster communication, both internally and externally, in order to be democratic, fair, accountable to, and accessible to its members.

Background

- The AMS maintains an extensive physical and electronic Archive (overseen by Sheldon)
- Electronic documents scattered across the Society, documents lost in transition
- Email archiving done MANUALLY
- Records not easily accessible\
- Process started as part of AccessAMS proposal to begin addressing accountability through transparency

Why?

- Challenge: How does the AMS ensure it's records are easily and openly accessible to both AMS staff and our membership?
- Solution: Create better processes internally to ensure all records are centralized by Archives, introduce an electronic file management system with a public portal

Project Goals

- To permit easy, timely, and permanent access to stored records
- To ensure all AMS records, including digital communications (ie: email) are stored in perpetuity within Canada
- To allow the membership and the public to access records and information on the Societies' on-going projects, operations, and history in accordance with the principles of Open Access

Project History

- Issue identification - March 2014
- Solutions – April 2014
- Goal setting – May 2014
- Product selection + review – May 2014 – August 2014
- Vendor selected – August 2014
- Project proposal provided to Council – September 24th, 2014
- Director of Finance & Admin, Executive Director, IT Manager, and Archivist/Clerk of Council involved in process
- Discussions with UBC Infrastructure Development – Ultimately decided to do it ourselves

Solution Selected

- Laserfiche Avante – Corporate grade/scalable document archive system with a publicly viewable portal, detailed search and categorization system
- Selected for it's support package, scalability, low-maintenance costs, ease-of use, and per-user licencing
- 3rd party API system
- Already in use both by UBC and the GSS

Product Breakdown

- 4 Laserfiche Avante Document Manager licences
- 10 concurrent online public/private portal users
- Multiple Security access levels
- Automatic outbound and inbound email archiving and filing through MagniMail
- New high-speed, double sided Kodak scanner (i3450)

Project Finances

- Project being managed through Ricoh Canada
- Total Laserfiche – One Time - \$26,356
- Total Support – Ongoing - \$6,135
- Installation & Setup – One Time - \$16000*
- Total Hardware – One Time - \$18,594
- Total Magnimail – One Time - \$18,200
- Total Project - **\$85,285 in Y1**

Implementation Schedule

- September 24th, 2014 – Project Approval at AMS Council
- October – November '14 – MagniMail installation + redundancy testing
- November '14 – January '15 – Laserfiche installation internally
- January '15 – May '15 – File architecture setup, file migration
- May '15 – August '15 – Meta data setup
- August '15 – December '15 – Project finalization

Necessity

- Large digital file archive strewn across the AMS; central share drive not complete/always easily accessible
- Silverfish in the Archives
- Records compliance and security (Society Act)
- Maintain our history as documents deteriorate/go missing
- Transparency

Next Steps

- Report to Council by September 15th
- System demonstration + consultation day on September 19th
- Approval at September 24th Council meeting
- Implementation through December 2015
- Ask me questions!



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