

IT Council –Print and Mail Services Working Group

Draft Charter

Charter Last Modified: November 1, 2007
Working Group Established by State CIO: July, 2007

Current Status: Active *Mail and Print Services* IT Council Working Group

Scope:

This charter defines the scope, membership, mission, and objectives of the IT Council Mail and Print Services Working Group

Membership:

1. Dale Jablonsky, Labor / Chair
2. Michael A Greenlow, EDD, Vice-chair
3. Alan Criswell, DTS
4. Geoff Brandt, DGS
5. David Villanueva, DGS
6. DMV representative
7. BOE representative
8. FTB representative
9. DCA representative
10. DSS representative
11. FTB representative

Mission:

The State will align the architecture and standards of its large document management systems in order for these systems to become capable of sharing peak workloads, provide mutual aid in a disaster scenario, and better leverage expensive equipment and IT hardware and software licenses.

Objectives:

Support the November 2006 California State Information Technology Strategic Plan Goal 4, Objective 6 Actions to Standardize State Document Management Systems:

The State will align the architecture and standards of its large document management systems in order for these systems to become capable of sharing peak workloads, provide mutual aid in a disaster scenario, and better leverage expensive equipment and IT hardware and software licenses.

The State maintains a number of large document management systems including large mail processing centers that conduct document imaging, Optical Character Recognition (OCR) and check processing, as well as all large printing and mail

distribution centers that produce high-volume mailings, benefit checks printing, various state forms and publications, and custom duplicating services. Standardization of architectures and processes across these document management systems has many benefits. Standardization would allow these unique paper processing environments to share peak work loads, provide mutual aid in a disaster scenario, and better leverage expensive electro-mechanical equipment, technology hardware and software licenses.

Many large agencies rely heavily on the use of paper-based channels of document intake and printing. Document intake management includes sophisticated mail opening equipment that can detect checks, various high-volume scanners for both standard size and coupon size documents, imaging services for automated workflow, and key data operations for data purification and quality. Document printing centers include expensive high-volume printers and copiers, specialized check printers with built-in monetary integrity, envelope stuffing and mail sorting machines that mimic the US Postal Service to obtain maximum postage discounts. The California Performance Review reported that efficiencies can be gained by standardization and consolidation of these large document processing centers including better disaster recovery provisions and increased security of information.

Actions

- 1. By May 2007, the State CIO will sponsor a statewide Document Management Systems Committee to analyze the current document intake management and document printing environments throughout the State.*
- 2. By December 2007, the Document Management Systems Committee will gather the baseline information for document intake management and document printing environments throughout the State.*
- 3. By July 2008, the Document Management Systems Committee in collaboration with the State CIO and one or more departments will issue a request for solution proposal to the vendor community on how document intake management and document printing centers within the State could be consolidated or leveraged for economies, disaster recovery and increased security.*
- 4. By January 2009, the Document Management Systems Committee in collaboration with one or more departments will complete and publish their analysis of document intake management and document printing centers and determine recommended course of action.*
- 5. By July 2009, the Document Management Systems Committee in collaboration with one or more departments may propose legislation to begin the consolidation for both document intake management centers and / or document printing centers.*