

Document Imaging Committee
Draft
Agenda
02/01/2006

Welcome

Introductions

Logistics and meeting times

Scanned handwritten Minutes

Opening remarks (Mike)

GLBA and Title IV compliance and paper record retention problems.

Previous studies

Boundaries

Current level of commitment

Timelines

Tips from the Trenches (see Resources button on the web)

Web page: <http://www.admin.mtu.edu/acct/dept/controller/docimg/>

Charge from VP-Admin

Specific goals

Myths

No RFP (discussion item)

Review the *ImageNow* Accounts payable presentation

Class work: Begin the *Workflow Survey* on the Resources button of the web page

Vendor visit and product demonstrations

ImageNow – tentatively scheduled for week of Feb 20

Homework

Investigate if there are any restrictive guidelines for the use of electronic images rather than hard copy, e.g. Sponsored research.

Review the Vendors on this committee's web page

Complete the *Workflow Survey* on the Resources button of the web page

Send Mike Hendricks a link to your department org chart

Review the Generic document imaging.ppt

Future Homework

Weight the vendor selection criteria

Vendor reference checks:

- appropriate questions?
- call your colleagues