HP TRIM software

Document and records management for local government

HP TRIM is a proven, scalable, functionally rich document and records management system that helps you manage all unstructured information, meet regulatory compliance obligations and promote best practice service delivery.

Local government challenges
Local government is the tier of government closest to the people. You are responsible for delivering community, environment, planning and development, engineering, and corporate services to residents, ratepayers, local businesses, tourists, developers, and government and non-government agencies. You deliver these services using people, processes, systems, and documents to meet service delivery, planning, accountability, and compliance obligations in an efficient and effective manner. And you are facing pressure to increase services with fewer resources.

The rapid adoption of new technologies has challenged the way your constituent communities interact with you. These interactions now include communication through paper, e-mail, and self-service through the web. Your staff captures information using various devices and your financial, property, asset, social service, and community service systems capture, process, and manage information and records in the process of delivering services. You need to ensure that all this information is managed in accordance with your regulatory compliance obligations.

In years gone by, when the only records were paper-based, the task of ensuring good governance around information and records was well-established and much simpler. The evolution of technology has complicated the task exponentially and you need to apply records management principles to the complete lifecycle of information and documents. Service delivery is process-centric with documents and records inherent in all business processes. Regardless of how documents are generated, be they by a user, customer, or by a line of business application or workflow process, your organization is required to manage accurate records, enable information discovery, and meet its regulatory compliance obligations.

Managing information

You manage lengthy and document-intensive business processes such as building and planning, health, and environmental assessment and investigations. You care for residents through social and community services. You deliver environment and health services, build and maintain transport infrastructure, operate a whole range of community activities, and even license companion animals. There is no doubt that local government is a complex information intensive business with onerous legislative compliance obligations.

Underpinning these services are application software, and documents and records. Poor management of documents and records introduces risk to the organization. The risks of poor governance to your business are inefficient and costly business processes, legal exposure and loss of public image resulting from privacy and security breaches, poor ability to respond to legal appeals relating to decisions made by council, and failure to meet your regulatory compliance obligations.

Many of your processes are supported by distinct line-of-business applications, and it is tempting to manage the documents and records created by these applications as separate silos. This approach brings many challenges with it. The HP TRIM solution addresses these challenges through a unified records management approach.

Unified records management takes the view that your vertical line of business applications are best served by a central information management platform built on sound records management principles and optimized for this task. However, the information captured as records must remain fully accessible by the source application. With unified records management you access and use your content from the same interfaces you are used to, with the same responsiveness you get from data stored on your local area network and shared drives. Your records management specialists incorporate the appropriate records management

rules into the HP TRIM solution ensuring the transparent management of records and documents from their inception to their ultimate disposal.

Whether your local authority is a small rural community or a large city, the challenges of managing your business are complex. HP TRIM provides you with the tools to help you meet these challenges.

Local Government and HP TRIM

HP TRIM is a document and records management system. With tight desktop integration and the ability to scale across large, distributed environments, HP TRIM lets you capture, manage, access, and make your enterprise information—from electronic to physical records and from creation to ultimate disposal—more secure. Incorporating more than two decades of information management expertise, HP TRIM provides document and records management, SharePoint integration, web content management, imaging, workflow, and meeting management to organizations around the world.

HP TRIM reduces your risk of non-compliance with legislative and regulatory requirements, while increasing security, data integrity, productivity, and accountability. Powerful search capabilities, an intuitive interface, and the ability to group documents logically all work together to help you fulfill requests for information faster. You can also use HP TRIM to manage your business processes to streamline workflows, accelerate dissemination of information, and increase your knowledge workers' productivity.

Key features

- Manage the complete information lifecycle across all paper and electronic formats.
- Increase compliance and facilitate discovery.
- Increase security through access controls and security rules and procedures.
- Integrate seamlessly with standard office and line-of-business applications.
- Add best-practice records management to Microsoft SharePoint® implementations.

Technology for better business outcomes

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