
Chapter 5 Introduction to the Electronic Document Management System

Naval Facilities Engineering Command (NAVFAC) NIRIS Electronic Document Management System (EDMS) creates, maintains, updates, and manages metadata for Administrative Record Files, Post Decision Files, Site Files and Petroleum, Oil and Lubricant (POL) documents.

EDMS is part of the Naval Installation Restoration Information Solutions (NIRIS). See the NIRIS website.

All NAVFAC Commands, and installations under their Area of Responsibility, are listed on the EDMS Home page. All installations have, or will have, metadata and electronic versions of documents housed in NIRIS. Documents added in EDMS are available in the ER Search immediately after metadata entry and document linking is completed.

See Appendix M, The EDMS User Guide for definitions, purpose, and other specific information on metadata fields and standard data entry requirements. See Appendix P, Records Management Data Entry, for further guidance on how to create useful metadata.

EDMS Functions

- Search Administrative Record Files, Post Decision Files, Site Files and POL Files
- Allow access to the three Files defined by a user's 'Provisioning' rights
- View metadata and the PDF version of documents
- Print, export, and save search results to other file formats
- Create a list of Land Use Control related documents, with the associated PDF, on demand, to the NIRIS Land Use Control (LUC) Tracker module
- Allow Administrative Record File and/or POL File abbreviated metadata and document delivery to the NAVFAC installation-specific public web page
- Identify, tag and protect public documents with sensitive information as defined by the Freedom of Information Act Exemptions
- Track Federal Records Center transactions and information
- Track Navy/USMC wide and installation-specific litigation holds and freezes

- Generate bar codes and labels
- Create specific types of Records Management reports

EDMS Metadata and Document Uploads

EDMS is designed to handle two types of metadata and document uploads, single and bulk upload.

Single Upload (Metadata and Documents)

This method is used to create single document metadata and upload the associated PDF.

Bulk Upload (Metadata and Documents)

This method is used to upload installation multiple PDFs and associated metadata.

Slip Sheet Notifications

When a document has a page or pages which need clarification or an explanation, use slip sheet notifications.

Both electronic and paper versions of documents may need a variety of slip sheet notifications inserted in lieu of pages.

See Appendix X, Cover Pages and Slip Sheet Notifications, for information on when and how to create slip sheet notifications. Examples are provided.

EDMS Generated Document Cover Page

Every document should have an EDMS generated cover page which displays standardized information about the document.

- Record number
- Installation name
- SSIC
- Record title
- Record date

- Author affiliation
- Sensitive information citations and point of contact information (if applicable)
- Distribution Statement information

Deleting Record Numbers, Document Metadata and PDF Documents

If it becomes necessary to delete a record from NIRIS, use EDMS

- Select the Region/Command and Installation
- Select Search Records; enter the record number and select the data view when the search results display
- Delete all metadata and the PDF document associated with the number
- Once the metadata and the PDF have been deleted, the number becomes available/open or 'null'
- EDMS will present the next available/open (null) number when 'Add Records' is selected
- Environmental attorneys have approved the practice of reusing numbers

Managing Large PDF Files

Divide documents over 200MB into multiple pieces or files.

If a document has multiple volumes or sections of the same approximate MBs (under 200MB), add each volume to NIRIS as a separate entry

If a document has a volume or section over 200MB, break the volume(s) down into approximately 200MB. Add each piece to NIRIS as a separate entry

See Appendix K, How to Create Approved NIRIS Ready Adobe Acrobat PDF Files and Bookmarks, for detailed directions.

Document Titles

Titles of documents broken into pieces will have the first part of each piece identically named. The second part of the title of each document piece will have unique identifying information beginning with the word volume, section, piece, part or other standardized designation. Use the actual document title wording if possible. For additional guidance

on creating standardized document titles, see Appendix P, Records Management Metadata Entry.

Each document piece will be added to NIRIS EDMS separately. Each piece will be assigned a unique six-digit EDMS computer-generated number.

The purpose of naming document pieces identically is to ensure that all of the pieces appear together in search results.

For example, for a document titled *“Historical Radiological Assessment General Radioactive Material 1940 to 2015 NAS Jacksonville FL”* and divided into eight separate PDF files, the PDF files will be named to match the title of the overall document, with appropriate volume numbers and additional details to identify the appendices, reference numbers, etc. added, as follows:

- Historical Radiological Assessment General Radioactive Material 1940 To 2015 Volume 1 Of 8 NAS Jacksonville FL
- Historical Radiological Assessment General Radioactive Material 1940 To 2015 Volume 2 Of 8 Appendix C NAS Jacksonville FL
- Historical Radiological Assessment General Radioactive Material 1940 To 2015 Volume 3 Of 8 References J019 To J082 NAS Jacksonville FL
- Historical Radiological Assessment General Radioactive Material 1940 To 2015 Volume 4 Of 8 References J083 To J138 NAS Jacksonville FL
- Historical Radiological Assessment General Radioactive Material 1940 To 2015 Volume 5 Of 8 Section 1 Of 2 References J139 To J140 NAS Jacksonville FL
- Historical Radiological Assessment General Radioactive Material 1940 To 2015 Volume 5 Of 8 Section 2 Of 2 References J141 To J148 NAS Jacksonville FL
- Historical Radiological Assessment General Radioactive Material 1940 To 2015 Volume 6 Of 8 References J149 To J153 NAS Jacksonville FL
- Historical Radiological Assessment General Radioactive Material 1940 To 2015 Volume 7 Of 8 References J154 To J154 NAS Jacksonville FL
(This Reference Contains Sensitive But Unclassified Data)
- Historical Radiological Assessment General Radioactive Material 1940 To 2015 Volume 8 Of 8 References J155 To J156 NAS Jacksonville FL

Example 2:

- Final Remedial Investigation Report For Operable Unit 6 (OU 6) Site 36 Volume I Of III Text And Figures MCB Camp Lejeune NC
- Final Remedial Investigation Report For Operable Unit 6 (OU 6) Site 36 Volume II Of III Appendices A - K MCB Camp Lejeune NC
- Final Remedial Investigation Report For Operable Unit 6 (OU 6) Site 36 Volume III Of III Appendices L - AA MCB Camp Lejeune NC

Example 3:

- Final Background Study Report Volume 1 of 2 Part 1 Of 2 Text NS Anacostia Washington DC
- Final Background Study Report Volume 1 of 2 Part 2 Of 2 Text NS Anacostia Washington DC
- Final Background Study Report Volume 2 of 2 Appendices NS Anacostia Washington DC

Example 4:

- Operation And Maintenance Manual Groundwater Extraction, Treatment And Recharge System Area 6 Landfill Section 1 Of 2 Text NAS Whidbey Island WA
- Operation And Maintenance Manual Groundwater Extraction, Treatment And Recharge System Area 6 Landfill Section 2 Of 2 Appendices NAS Whidbey Island WA

Do Not Divide Documents Using Bookmarks to Associate PDFs

Do not divide documents and use bookmarks within a document to associate the multiple PDFs.

If there is a need to download a document with these types of bookmarks, there is no indication that the document has multiple files or how many PDFs are associated with the document

The primary PDF is the only file which can be downloaded. Secondary PDF files must be requested

EDMS business rules permit only PDFs to be attached to document metadata. No other file types have been approved

Video Files

- Video and audio file formats are not currently supported by NIRIS
- If a document is in a video or audio format or has video or audio sections within the document, use a standard slip sheet notification to notify users that the video or audio file is not available. See Appendix X, Cover Pages and Slip Sheet Notifications, for format and content information.

Litigation Hold/Record Freeze

EDMS has a module which manages Litigation Hold/Record Freeze information. See the EDMS Manager User Guide and Appendix Y, Records Holds and Freezes.

Metadata Fields

Metadata in EDMS is part of the official record

EDMS metadata fields are standardized and data entry must be performed according to Navy standards and valid values. Metadata fields are fully searchable.

Once standardized metadata is created for a document in EDMS, the document becomes an official Navy record.

Some Administrative Record File, Site File, Post Decision File and POL records may remain in a paper format or other format indefinitely, but standardized metadata for each document must be created in NIRIS. See Appendix P, Records Management Data Entry.

Record Number

A unique six digit record number will be generated by EDMS. The record number facilitates identifying, searching, tracking, and storing records.

In addition to the six digit record number, EDMS adds the Unit Identification Code and the File Type (i.e., N1234_AR_000001). The three parts are pulled from EDMS metadata fields in order to create a unique document identification number.

The three parts of a document number are:

1. Installation Unit Identification Code (UIC). (example: N12345 or M56789)

2. File Type. AR, PF, SF or PL. (Administrative Record, Post Decision, Site File or POL). The information is pulled from the 5090.3 metadata field.
3. Unique six digit EDMS generated number. (example: 000001)