EDRM and ECM Systems in the Russian Federation:
Review of Current Situation

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EXECUTIVE SUMMARY

The Russian Federation has well-renowned archives and records management schools as well as rich experience in developing state systems for records and archives management. In a modern Russian organizations, the electronic documents/records management (EDRM) and electronic content management (ECM) systems are becoming indispensable elements of IT-infrastructure development. With their help businesses and industrial enterprises increase the efficiency of their activities. The chapter will be focused on the major and best-known of EDRM and ECM systems. It will give a review of the main types of systems presented in Russia and widely used in government structures and business organizations. It is assumed that the Russian Federation experience may be of interest to the countries of ESARBICA and can be used for benchmarking.

INTRODUCTION

The 20th century winessed significant adjustments to document flow process through the introduction of new information technologies in management, which include EDRM (Electronic Document/ Record Management) and ECM (Electronic Content Management) systems. In the early 2000s an active decentralized and uncontrolled introduction of EDRM and ECM systems in government and commercial sectors

of the economy was underway in Russia. As regards the features of the domestic practice of organizing electronic document management. They include:

a) Strict regulation of document flow in accordance with the work hierarchy;
b) Centralized registration of documents;
c) Centralized control of record keeping operations; and.
d) A widespread use of electronic records management systems in parallel with the traditional paper workflow.

This Russian environment, its systems and operations of organizations have made it almost impossible to use foreign EDRM and ECM systems and led to the development of national document flow systems.

The legal and regulatory framework governing the creation, implementation and use of EDRM and ECM systems consists of three parts:

1. Federal laws and regulations (FL Nº 125-2004, FL Nº 127-2006, etc.);
2. Orders of the the Ministry of Digital Development, Communications and Mass Media as the main federal executive body regulating this process (Ministry of Digital Development_…2020);
3. National standards (GOST R 54989-2012, GOST R ISO 15489-1-2019, etc.).

All basic documents regulating the use of EDRM and ECM systems are listed in references.

Speaking about the legal regulation on the use of information technology, of which EDRM systems are a part. It is necessary to clearly distinguish between the levels of this regulation related to the focus on the government and commercial sectors of economy as well as the level and importance of the organization itself (its involvement in interaction with the state). The laws and regulations governing these issues as well as government programs are mandatory for all. There is a large scope of publications on document/records management in Russia. The relevant Russian publications on the top, ic including the most recent one (Bobileva, 2019; Kuznetsov, 2017) which are focused on records and archives management issues with a general description of EDRS and ECM systems. While this research gives detailed information about each system based on the official materials presented on the web-sites of the companies - developers of these systems. (Electronic Office Systems, 2020; Business Logic 2020; Inter Trust, 2020; Directum, 2020; Evfrat, 2020; Cognitive Technologies 2020; 1C; 2020)

Nowadays in Russian Federation there are a large number of EDRM and ECM systems which are successfully developing and functioning. Many of them have the archival system modules for short-term preservation of electronic documents or