**The Document Life Cycle:**
Definitions, Supporting Technologies, and Applications

<table>
<thead>
<tr>
<th>Document Life-Cycle Stage</th>
<th>Definition</th>
<th>Supporting Technologies and Applications</th>
</tr>
</thead>
</table>
| Create                    | The making of an analog or digital document | Application Development Tools  
Authoring Software  
Web Authoring  
Electronic Forms Processing  
E-mail  
Voice Mail  
Instant Messaging  
Document Scanning and Imaging Systems  
Data Capture  
Forms Processing and Recognition  
Handwriting Recognition  
Voice Recognition  
OMR (Optical Mark Reading)  
MICR (Magnetic Ink Character Recognition)  
COLD (Computer Output to Laser Disk)  
ERM (Enterprise Reports Management)  
OCR/ICR (Optical/Intelligent Character Recognition)  
RAID (Redundant Array of Inexpensive Disks)  
WORM (Write Once Read Many storage)  
Bar code recognition  
Voice Recognition  
Automatic Classification Technologies  
Manual Indexing  
Digital Signature/Notarization |
| Capture                   | Converting or digitizing physical or analog documents into digital format | |
| Index                     | Cataloging process or creating metadata via manual or automatic methods | |
| Manage                    | Managing and storing documents for rapid accessibility | Data Warehousing  
Archiving/Preservation  
Electronic Workflow Processing  
Document and Image Management  
Storage Systems  
Compression  
Web Content Management  
Knowledge Management / Business Intelligence |
<table>
<thead>
<tr>
<th>Document Life-Cycle Stage</th>
<th>Definition</th>
<th>Supporting Technologies and Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access</td>
<td>Searching processes to find documents using classification, meta-data, full-text or other search technologies</td>
<td>Portals, Search Engines, Knowledge Management, Web Caching, Internet/Intranet Browsers and Plug-Ins, XML (Extensible Markup Language), Public Key Infrastructure, Data Mining, Wireless Technologies, Print Systems and Utilities, EDI (Electronic Data Interchange), Encryption and Authenticity tools, Report Distribution</td>
</tr>
<tr>
<td>Retrieve</td>
<td>Viewing documents from search results</td>
<td></td>
</tr>
<tr>
<td>Administer</td>
<td>Managing users, resources, content types and structures</td>
<td>Document Management, Categorization, Media Management, Backup Technologies, Vital Records protection</td>
</tr>
<tr>
<td>Repurpose</td>
<td>Reusing and re-versioning documents for new products and/or cost savings</td>
<td>Digital Preservation, Workgroup Application, Electronic Workflow Processing, E-mail, Voice Mail, Instant Messaging, Digital Conferencing, XML (Extensible Markup Language), Collaboration Tools, Document Annotation Technologies, Networking, Document Versioning</td>
</tr>
<tr>
<td>Share and Collaborate</td>
<td>Sharing, collaborating and modifying in a work group via real time and non-real time methods</td>
<td></td>
</tr>
<tr>
<td>Document Life-Cycle Stage</td>
<td>Definition</td>
<td>Supporting Technologies and Applications</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------</td>
<td>------------------------------------------</td>
</tr>
</tbody>
</table>
| **Distribute**            | Transmitting exporting and distributing documents in a secure manner | EDI  
Report Generation  
Digital Media Publishing  
COLD (Computer Output to Laser Disk)  
COM (Computer Output Microfiche/Microfilm)  
CD-ROM (Compact Disk – Read Only Memory)  
DVD (Digital Versatile Disk)  
PKI (Public Key Infrastructure)  
Encryption  
Printing |
| **Retain**                 | Hold low usage or inactive documents for their predetermined retention periods | Digital Records Management  
Hierarchical Storage Technologies  
Data Warehousing  
Media Management  
Media Migration  
Data Migration Schedules  
Automated Format Transformation Tools  
System Utilities  
Secure DOD-level data destruction  
PDF (Portable Document Format)  
Standardization |
| **Dispose**                | Securely destroy documents which have passed beyond their agreed retention periods |  |
| **Preserve**               | Ensure long-term accessibility for documents with enduring value |  |