

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

Document Life-Cycle Stage	Definition	Supporting Technologies and Applications
Create	<i>The making of an analog or digital document</i>	Application Development Tools Authoring Software Web Authoring Electronic Forms Processing
Capture	<i>Converting or digitizing physical or analog documents into digital format</i>	E-mail Voice Mail Instant Messaging Document Scanning and Imaging Systems Data Capture
Index	<i>Cataloging process or creating metadata via manual or automatic methods</i>	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
Manage	<i>Managing and storing documents for rapid accessibility</i>	Data Warehousing Archiving/Preservation Electronic Workflow Processing Document and Image Management Storage Systems Compression Web Content Management Knowledge Management / Business Intelligence

<i>Document Life-Cycle Stage</i>	<i>Definition</i>	<i>Supporting Technologies and Applications</i>
Access	<i>Searching processes to find documents using classification, meta-data, full-text or other search technologies</i>	Portals Search Engines Knowledge Management Web Caching Internet/Intranet Browsers and Plug-Ins XML (Extensible Markup Language) Public Key Infrastructure
Retrieve	<i>Viewing documents from search results</i>	Data Mining Wireless Technologies Print Systems and Utilities EDI (Electronic Data Interchange) Encryption and Authenticity tools Report Distribution
Administer	<i>Managing users, resources, content types and structures</i>	Document Management Categorization Media Management Backup Technologies Vital Records protection
Repurpose	<i>Reusing and re-versioning documents for new products and/or cost savings</i>	Digital Preservation Workgroup Application Electronic Workflow Processing E-mail Voice Mail
Share and Collaborate	<i>Sharing, collaborating and modifying in a work group via real time and non-real time methods</i>	Instant Messaging Digital Conferencing XML (Extensible Markup Language) Collaboration Tools Document Annotation Technologies Networking Document Versioning

Document Life-Cycle Stage	Definition	Supporting Technologies and Applications
Distribute	<i>Transmitting exporting and distributing documents in a secure manner</i>	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	<i>Hold low usage or inactive documents for their predetermined retention periods</i>	Digital Records Management Hierarchical Storage Technologies Data Warehousing Media Management Media Migration Data Migration Schedules
Dispose	<i>Securely destroy documents which have passed beyond their agreed retention periods</i>	Automated Format Transformation Tools System Utilities Secure DOD-level data destruction PDF (Portable Document Format) Standardization
Preserve	<i>Ensure long-term accessibility for documents with enduring value</i>	