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

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<th>Document Life-Cycle Stage</th>
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| 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 | Data Warehousing  
Archiving/Preservation  
Electronic Workflow Processing  
Document and Image Management  
Storage Systems  
Compression  
Web Content Management  
Knowledge Management / Business Intelligence |
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| **Access**                    | Searching processes to find documents using classification, meta-data, full-text or other search technologies | 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 |
| **Retrieve**                  | Viewing documents from search results | |
| **Administer**                | Managing users, resources, content types and structures | Document Management  
Categorization  
Media Management  
Backup Technologies  
Vital Records protection |
| **Repurpose**                 | Reusing and re-versioning documents for new products and/or cost savings | 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 |
<p>| <strong>Share and Collaborate</strong>     | Sharing, collaborating and modifying in a work group via real time and non-real time methods | |</p>
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| **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 | |