

Idaho Technology Authority (ITA)

ENTERPRISE POLICY – P1000 GENERAL POLICIES

Category: P1030 – ELECTRONIC CONTENT MANAGEMENT

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I. AUTHORITY

Authority: Idaho Code § 67-831 through § 67-833

II. ABSTRACT

This policy establishes state requirements for securely managing electronic content throughout its lifecycle.

III. DEFINITIONS

See [G105](#) – ITA Glossary of Terms for related definitions.

IV. POLICY

All electronic content management system (ECMS) implementations shall comply with the State's Records Management Policies and statutes. Records management requirements can be found at: <https://history.idaho.gov/idaho-records-center-retention-schedules>.

ECMS shall include role-based access restriction and controls to prevent the retrieval of data or index information by unauthorized personnel.

ECMS shall provide the ability to review data access log information, including what, when, and who.

1. Storage – Content of fiscal, administrative, legal, or long-term historic value must be saved on at least two (2) separate storage devices and maintained in separate locations.
2. Legal Issues – The media and system combined shall be able to show that the electronic content:
 - A. Is authentic (is a true and accurate copy of the original);
 - B. Was created and maintained as a regular course of business; and
 - C. Can be verified for accuracy.
3. Annotation – A document imaging system shall support the ability to annotate an image without physically modifying the original image.

The ECMS shall provide annotation security and multiple layers of annotations.
4. Image File Format – The ECMS shall use non-proprietary file header formats to label digital images.
5. Indexing – The ECMS index shall be accessible and able to be modified through user-written standard application development languages, subject to the appropriate security considerations.
6. Media – Non-erasable media shall be utilized for permanent storage and comply with industry standards

V. EXEMPTION PROCESS

Refer to ITA Policy [P1010](#) (Information Technology Policies, Standards, and Guidelines Framework)

VI. PROCEDURE REFERENCE

There are no procedure references for this policy.

VII. CONTACT INFORMATION

For more information, contact the ITA Staff at (208) 605-4064.

REVISION HISTORY

04/04/2025 – The updated policy broadens its scope from “Electronic Document Management” to “Electronic Content” to better reflect modern terminology and encompass all digital information types. Definitions were revised and relocated to G105

to align with industry standards. Key updates include new language to ensure both data access protection and activity tracking, removal of outdated image compression requirements, and elimination of references to ANSI SQL to allow agencies more flexibility in how they index data.

05/30/19 – Modernized terminology and definitions.

07/01/18 – Updated Idaho statute references.

07/01/13 – Changed “ITRMC” to “ITA”.

6/16/09 – Added Exemption Process, Procedure Reference and Revision History to this policy, changed the layout and deleted Timeline.

Date Established:	May 1998
Revised:	February 19, 2003