Records Management & Integration

Are your Records "Traceable, Verifiable, and Complete"?

Records and data management practices of the utility sector have been on the radar of many regulators and policy makers for years. The Public Utilities Commission (PUC) mandate for 'traceable, verifiable, and complete' records represents one of the highest standards of records management for the pipeline industry.

Due to this transition in the regulatory landscape, regulators are more intimately scrutinizing how utilities manage their networks, and increasing the pressure for each to create a complete, unified, and reliable view of its network.

These regulations govern network design and construction, protection from corrosion, pressure or load testing requirements, operation and maintenance, qualification of personnel, and integrity & risk management practices. Consequently, the increased demand for safety and integrity of the data heightens the need for more complete and accurate records management.

KEY BUSINESS DRIVERS

- Timely accessibility of historical asset information
- Managing disparate records across multiple storage facilities
- Critical records retention, storage & security
- Periodic regulatory reporting

RMSI Proposition

RMSI's integrated processes for records management include data discovery, inventory analysis, scanning, indexing to asset linking and translation into desired content management systems. RMSI has over two decades of experience of working with various utilities in records management function.

RMSI adopts an efficient workflow process to capture and convert these critical records, helping clients to comply with statutory requirements, control data integrity issues and costs.

Scanning

- Batch processing of both structured and unstructured hard copy and scanned forms

- Expertise in scanning paper records and engineering drawings of varying quality, size and condition

- Safe and secure processing environment ensuring protection against loss, damage to records

- Custom tools based on histogram adjustment algorithms for image quality enhancement

Indexing

- Manual and dynamic indexing based on Title, Drawing No, Work Order No etc

- Metadata tags generation from key fields for easy retrieval

Metadata Capture

- Capture information on maintenance history and related assets

- Process automation eliminating mannual intervention and errors

- Custom built tools for data validation, consistency & integrity checks

- 100% quality control assurance as per engineering business rules

Asset Linkage

- Correlation and consolidation of asset information from multiple sources into consolidated GIS

- Develop interfaces to store records and integrate with enterprise management systems

- Structured quality check process with logical/ automated and visual checks at every stage

Salient Points

- Full "Chain of Custody" ensuring quality and integrity of original documents

- Over 8 million utility records scanned and converted

- Unique processes to retain document hierarchy and logical relationship

- Domain expertise on records integration to GIS

- Consultative approach to derive potentially valuable and critical asset information

- Automated tools to maximize productivity gains and reduce manual efforts

SUCCESS STORIES

Scanning & Indexing of Over 1.1 Million Records For Leading Gas Distribution Company

- Historic service maintenance records since 1930s of varying condition and quality
- Successful implementation of the "Chain of Custody" process, ensuring safe custody of records
- Developed custom application to capture and validate metadata
- Achieved 99.99% scan image quality & 99.85% metadata accuracy
- Efficient process to handle stapled records without losing original order and integrity
- On demand availability of original tickets to all business functions