

ADDRESS BY CHIEF (DR.) J.O. SANUSI (CON) GOVERNOR,
CENTRAL BANK OF NIGERIA, AT THE OFFICIAL
COMMISSIONING OF THE INTEGRATED DOCUMENT
MANAGEMENT SOLUTION (IDMS) PROJECT
ON MONDAY, 24TH MAY 2004

All Protocols Observed

I am delighted to be here for the official commissioning of the Integrated Document Management Solution (IDMS) Project. As you are aware, rapid developments in modern corporate business have contributed immensely to the large increase in the volume of paper work and documents generated and stored for future operational, historical and legal references. The development of information and computer technology has, however, helped to provide solutions to problems associated with the storage of important documents for a long period and has simplified the efficient management and retrieval of such documents.

2. The CBN Management has overtime expressed great dissatisfaction with the handling of massive paper-based vital documents, which makes storage and retrieval difficult or even impossible in some cases. It was in this regard, and in pursuit of vision to rank among the most efficient and effective central banks in the world, that Management took steps to address the problems of storage, archival and retrieval of vital documents in the Bank. Specifically, it sought for a document management solution that would be capable of:

- a) replacing paper and microfiche archives with more efficient storage and retrieval system;
- b) retrieving and responding quickly to customer requests for documents;
- c) viewing and outputting archived documents in their original forms of mixed texts and graphics; and

d) reducing cost by centralizing archive operations in the Bank.

3. Consequently, integrated Document Management Solution (IDMS), which is a filing system, designed to achieve efficient Document Management in the Bank was introduced. It is aimed at reducing the volume of paper documents through an efficient electronic storage and retrieval system. In addition to meeting the above stated objectives, the IDMS is designed to provide an enabling environment for authorized personnel to retrieve documents from any location Bank-wide irrespective of where the document was initially stored.

4. As document imaging becomes the practice in developed countries, laws backing up the legality of electronic document were not operational in Nigeria. This brought the need for a system that could keep documents in their physical forms. Subsequently, Kliendienst Solutions and Wilbahi Systems Limited were selected by Management as the suppliers of the Electronic Imaging Filing System and the Kardex Automated Manual Filing Equipment, respectively.

5. The main components of the electronic imaging filing system are designed to capture and scan documents into electronic folders, index, archive (file/store), search and retrieve and allocate access controls, while the Kardex Automated System is comprised of two components:

- a) the giant Mobi Kardex Archiving System, which has been installed in Abuja, and is operated manually for storing inactive historical but useful filed documents with long life span.
- b) the Kardex Lektriever Automated Filing System, which is used for storing highly active files that are constantly referred to and where retrieval of

documents is monitored through a computer system. This has been installed in Abuja, Lagos, Ibadan, Bauchi, Kano and Enugu.

6. These systems are already being put into use in the Bank, especially in Records Office of the Human Resources Department where almost all the staff personal files had been scanned and indexed.

7. The Bank has embarked on relevant manpower development to ensure the optimum and efficient utilization of these equipment. Already, some staff of the Bank, especially the System Administrators/Help Desk Officers, Service Technicians/Engineers, Auditors and some users had been trained locally and abroad to operate, administer and maintain the systems.

8. Finally, as I congratulate the Board of Directors, Committee of Governors, Committee of Directors on IDMS and the Project Implementation Committee on the successful completion of this project, let me emphasize that the commissioning of this project has brought closer to an era of a near paperless environment in the Bank.

9. It is now my honour and privilege to declare open the IDMS Project operations to the glory of God and operational efficiency of the Central Bank of Nigeria.

10. Thank you.

Chief (Dr.) J. O. Sanusi, *CON*
Governor,
Central Bank of Nigeria.
May 24, 2004