

FACT SHEET FILER

FEDERAL INFORMATION LIFECYCLE ELECTRONIC REPOSITORY



FILER is a centralized online repository for all non-patient records affiliated with the Defense Health Agency. The system enables processing and oversight of non-patient records in accordance with The National Archive and Records Administration and Department of Defense automated records keeping standards.

Non-patient records include contracts, hiring actions, personnel and maintenance records, JKO training records, and emails that meet federal records guidelines. All these records are either sent to NARA, or scheduled for destruction in compliance with Records Management rules.

FILER uses the Enterprise Information Management Platform's Records Management Content Server to assist with the collection of records. The consolidation of DHA non-patient records under a single umbrella will facilitate standardization across the enterprise, reduce record keeping inaccuracies, and expedite processing. Currently, more than 500 Records Management Offices use FILER with enterprise-wide deployment planned in the near future.

Key Features

- ▶ Intelligent smart metadata capture
- ▶ Compliant with DOD and federal record keeping guidance
- ▶ Clearly connects record destruction instructions with each record

Key Benefits

- ▶ Central repository for non-patient records
- ▶ Standardizes record keeping processes across DHA
- ▶ Reduces risk and cost

