Document Management Workflow

Collect/Create	Manage/Review	Deliver/Publish	Store/Archive /Preserve

Create

Capture Information Sources

Webpages

Papers

Electronic Data

Communication Information

Images

Review

Collaboration

Draft Version

Approval

Submit

Final Version

Print

Email

Publish

Web

Portals

CD/DVD ROM

Mobility

Active/Inactive Use

Indexing

Retention

Disposition