Document Management vs. Document Control

Document management and document control are similar terms that are often used interchangeably. The purpose of this article is to define the similarities and differences between each type of system and discuss best practices for managing each.

Document Management

The term "document management" is a generic term for any system in which documents can be stored, indexed, searched, accessed, reproduced or deleted. This type of system is usually a shared environment (digital or physical) that allows any number of authorized users to access documents. This term is highly generic and is common in both public and private organizations of almost any size. There is a tendency to use this term for systems which are used to manage archive (vs. active) documents. Electronic systems that maintain scanned copies of documents are almost universally referred to as document management systems.

Document Control

In general, document control systems are regarded as digital or physical systems that enable the tight control of documents in regulated industries such as manufacturing, clinical research, construction and energy. There is a tendency to use this term for systems that manage active (vs. archived) documents. Items managed in a document control system are usually "born digital" and are rarely created via the scanning of physical files. Documents governed by these systems have a specific use and are only published after having gone through a rigid approval process that evaluates relevancy and precision. The modification of documents in these systems is tightly controlled and the authorship, reason for change, version number and change date are critical elements.

Stria's Lean Approach

In conclusion, all modern document management systems include robust document control tools and so the lines between these two systems will continue to blur. However, Stria's platform agnostic approach to delivering services that utilize either system remains unchanged; Stria's management of any system requires adherence to the lean principles of detailed standard operating procedures (SOPs), scorecards that report on accuracy and efficiency, talented human resources and a strict adherence to continuous improvement. For more information please visit http://www.stria.com/stria-media or call 1.877.839.8952.

Stria's Lean Approach is Platform Agnostic

- Standard Operating Procedures
- Knowledgable Human Resources
- Adherence to Continuous Improvement
- Scorecards