

Document Management

Secure Records and Document Control for Government

Store, organize, search, and control access to every government document -- from meeting minutes and contracts to public records requests and retention-compliant archives.

Government document management is about records compliance, retention schedules, public records law, version control, and security -- not just file storage. Brixton Document Management is built for agencies that need to manage their records correctly.

Core Capabilities

- Document repository with folder hierarchy and metadata tagging
- Version control with full revision history
- Configurable retention schedules by document type and department
- Automated retention enforcement with destruction approval workflow
- Public records request management with deadline tracking
- Workflow automation: route documents for review and approval
- Full-text search across all stored documents
- Public document portal for meeting agendas, minutes, and public notices
- Role-based access at folder and document level

Compliance and Security

- Retention schedule enforcement per your state public records requirements
- Audit trail: every view, download, edit, and share is logged
- Legal hold management: suspend retention for active matters
- Redaction tool for preparing public records responses
- AES-256 encryption at rest and in transit
- Export any document set or audit log to PDF or Excel

Public Records Request Management

Public records requests are submitted through your branded public portal. The system assigns a tracking number and sends an acknowledgment automatically. Staff search for responsive documents, apply redactions with the built-in tool, and release the response through the portal. The system tracks statutory response deadlines and sends alerts before they expire.

Retention Enforcement

Every document type has a retention schedule -- by years from creation, last activity, or a specific event like contract expiration. When retention periods expire, documents enter a destruction review queue. Authorized staff approve or hold each destruction action. Legal holds suspend retention on any document set under review. All actions are logged.

Approval Workflows

Documents requiring review or approval are routed automatically to the configured participants. Each participant receives a notification, reviews the document in the platform, and approves or rejects. The system tracks routing status and escalates stalled items. Completed workflows generate an audit package with the document, all actions, and timestamps.

What We Configure For You

- Folder structure matching your department and records classification
- Retention schedules loaded from your state records schedule
- Public portal branded to your agency for meeting documents and public records
- Workflow templates for your standard approval and review processes
- Metadata fields configured for your record types
- Role-based access: Records Manager, Department Staff, Public Requester, Read-Only
- User training sessions during onboarding

Platform Specifications

White-Label Deployment

The public records portal, meeting document portal, and staff platform carry your agency branding entirely. Automated emails to requesters come from your agency address. The platform can serve as the shared records system for an entire county or municipal government with department-level access controls.

Deployment	Cloud-hosted and managed by Brixton Systems.
Access	Browser-based. No software installation required.
Storage	Scalable cloud storage. Sized to your document inventory.
Search	Full-text search across all stored documents including scanned PDFs.
Data Security	AES-256 encryption. Granular role-based access control.
API	REST API available for reporting and data export.
Backups	Daily encrypted backups with point-in-time recovery.
Uptime	99.9% on Brixton-managed hosting.
Support	Email and phone support. Dedicated onboarding assistance.

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Ready to deploy Document Management?

Brixton Systems configures, hosts, and supports government software for agencies, municipalities, school districts, and counties.

01

Discovery Call

We learn your requirements, workflows, and agency structure.

02

Configuration

We set up the platform to your branding, roles, and data needs.

03

Go-Live

We train your team and support your launch from day one.

info@brixtonsystems.com | brixtonsystems.com

All Brixton Systems products are available for white-label deployment under your agency or company brand.