



Department of Forensic Biology

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From: Meredith Rosenberg, Deputy Director

MEMO 2025-002: Ideagen Quality Management / Qualtrax Document Effective Dates

Ideagen Quality Management System, also known as Qualtrax, is, amongst other uses, a document retention system used to store controlled documents for the Department of Forensic Biology.

On March 20, 2025, Qualtrax was moved from an on-premises server maintained by New York City to a cloud-based server maintained by Ideagen, giving the system a new web address. As such, all hyperlinks in Forensic Biology documents were updated from on-premises document links to cloud-based document links.

When these updates were made, a new “effective date” was automatically given to each document by the Qualtrax system. As there were no substantive or technical changes made to any of the documents, documents updated for the sole purpose of updating hyperlink web addresses will not be uploaded to the nyc.gov/ocme website.