

Recorder's Office Plat Imaging**FY2004 Request: \$100,000****Reference No: 37731****AP/AL:** Appropriation**Category:** General Government**Location:** Statewide**House District:** Statewide (HD 1-40)**Estimated Project Dates:** 07/01/2003 - 06/30/2004**Project Type:** Renewal and Replacement**Contact:** Sharon Young**Contact Phone:** (907)269-8882**Brief Summary and Statement of Need:**

A primary statutory function of the Recorder's/UCC component is to provide its customers with easy access to the permanent public records, including subdivision plats and surveys. Through several cooperative ventures, the State Recorder's Office has obtained images of approximately two-thirds of the recorded plats and surveys in the state and will be making them available to the public on line via the component's web site under a federally funded grant. This CIP project addresses only the imaging of the remaining one-third of the historic plats and surveys in the state and the on-line indexing of those that predate the 1970s.

| Funding: | FY2004 | FY2005 | FY2006 | FY2007 | FY2008 | FY2009 | Total |
|-----------------|------------------|---------------|---------------|---------------|---------------|---------------|------------------|
| Rcpt Svcs | \$100,000 | | | | | | \$100,000 |
| Total: | \$100,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$100,000 |

| | | | | |
|---|--|---------------------------------------|---|-----------------------------------|
| <input type="checkbox"/> State Match Required | <input checked="" type="checkbox"/> One-Time Project | <input type="checkbox"/> Phased - new | <input type="checkbox"/> Phased - underway | <input type="checkbox"/> On-Going |
| 0% = Minimum State Match % Required | | <input type="checkbox"/> Amendment | <input type="checkbox"/> Mental Health Bill | |

Operating & Maintenance Costs:

| | <u>Amount</u> | <u>Staff</u> |
|----------------------|---------------|--------------|
| Project Development: | 0 | 0 |
| Ongoing Operating: | 0 | 0 |
| One-Time Startup: | 0 | |
| Totals: | 0 | 0 |

Additional Information / Prior Funding History:

This is a new project request.

Project Description/Justification:

Subdivision plats and surveys are the underpinnings of real estate transactions within the state. They provide the basis for determining accurate legal descriptions of property within the state. Since every related document in a real estate transaction (i.e., deeds, mortgages, leases, etc.) ties to a particular parcel or parcels of land, the ability to view plats and surveys and to research recorded documents by legal description is critical in determining ownership. This project will provide a more efficient means of accessing recorded plat and survey information throughout the state. Currently, users must visit the applicable district recording office to view film records of plats and surveys in that district or to obtain access to original mylars when they are available. This project entails converting the film and mylar records to digital images so that the recorded plats and surveys will be viewable via internet access from anywhere in the world.

Although the component began imaging recorded documents statewide in July 2001, the office has to date been unable to digitize the thousands of recorded plats in its custody due to insufficient equipment, space and personnel for such a project. Instead the component undertook a series of cooperative imaging ventures with other parties such as local governments and a private electric company. Through such endeavors, the component has been able to obtain digital images of literally thousands of recorded plats at no charge to the state. The remaining plats and surveys are located in other areas of the state where we have been unable to work with local governments on similar cooperative ventures. Getting these plats into digital format is necessary in order to provide broader public access to this information. In

addition, because many of these plats pre-date the component's existing indexing system, early plats prior to the 1970s will also require index records to be created so that the images and the statewide index system can be linked.

This project addresses the use of more efficient technology. The ability for the public to access plat and survey images by computer will result in some time savings for recording staff. Staff frequently assist customers with locating the film records, instruct them in the proper use of the micrographics equipment, and refile misplaced film records. The time savings generated by digitizing the remainder of the state's recorded plat and survey documents can then be utilized to supplement other statutory functions such as maintaining current grantor/grantee and location indices.

Project costs are estimated based on current prices for comparable conversion projects. The only alternative to this project is to do nothing and leave the existing film media as the sole avenue for public research. As the film ages and becomes damaged from repeated handling, the state may face far higher costs in the future to attempt to recapture images before they are lost.

This project would not result in any new operating budget positions or ongoing maintenance expense. The images would be produced in a standard TIF format so that they would be easily migrated to newer technology in the future if the need arises. Database storage for housing these plat images is covered by existing department storage capabilities and expanded storage to be provided under the department's cadastral project.

Why is this Project Needed Now:

This project would create digital images of plats and surveys from fifteen recording districts as well as the pre-1984 plats for the Anchorage district. These districts include Kodiak, Valdez, Chitina, Palmer, Talkeetna, Juneau, Haines, Skagway, Sitka, Ketchikan, Wrangell, Petersburg, Nome, Bethel and Kuskokwim. Plats for all other districts in the state have already been imaged, except for the pre-1984 Anchorage plats. Because users currently must visit the appropriate district office to view and request recorded plats and surveys, the need to update the component's resources to better serve the public is critical. Offering electronic images of all statewide plats and surveys would not only be time-effective to all users, but cost effective as well.

Currently the component's web site is receiving more than 400,000 hits per month and is the most frequently accessed site within the entire department. Expanding this site to include images of recorded plats and surveys will be a major service enhancement for our users. Since the inception of statewide imaging in July 2001, users have come to rely heavily on the new imaging system for ease of use, accessibility, and functionality, as well as quality of product and most notably, speed of delivery. Converting the remainder of the state's plats and surveys to digital format will result in faster retrieval of documents, improved workflow, reduction of storage space needs, improved quality of records and improved productivity.

Specific Spending Detail:

This project will contract professional services to convert the remaining plat and survey documents (approximately 15,000 records encompassing an unknown number of pages) to digital format. Outsourcing costs for this digital conversion project are estimated at \$75.0. The remainder of the request would be used for indexing the pre-1970 plat and survey information into the database so that it will eventually link to the image and be retrievable on the internet. The department has already evaluated the need for additional network storage space for such purposes and the component is participating in a shared Storage Area Network that includes the additional storage needed for this conversion project.

Line Item Expenditures:

Personal Services \$25.0
Contractual Services \$75.0

Line Item Detail Description:

Personal Services – personnel time for quality control of deliverables and indexing pre-1970 records
Contractual Services – outsourcing conversion cost

Project Support:

User support clearly exists in for expanding the image base to include all historical recorded plats and surveys. Key users include title companies, banks and financial institutions, mining and real estate industries, land managers, native corporations, and the general public.

Project Opposition:

The Recorder's Office is not aware of any public opposition to this project.

Annual Ongoing Operating and Maintenance Costs:

Once the project is complete, the only additional operating and maintenance costs would be related to disk storage space. Acquisition of the requisite storage space for housing these images is part of the department's cadastral project that has been funded with federal grant money.