

**Records Archival System Upgrade****FY2001 Request: \$450,000**  
**Reference No: 33453****AP/AL:** Appropriation**Project Type:** Equipment**Category:** Law and Justice**Location:** Statewide**Contact:** Rhonda McLeod**House District:** Statewide (HD 1-40)**Contact Phone:** (907)264-8215**Estimated Project Dates:** 07/01/2000 - 07/01/2006**Brief Summary and Statement of Need:**

Equipment and software to replace equipment necessary to archive and retrieve permanent court records. This upgrade will replace obsolete, unsupported equipment and permit greater public access to court information.

| <b>Funding:</b> | <u>FY2001</u> | <u>FY2002</u> | <u>FY2003</u> | <u>FY2004</u> | <u>FY2005</u> | <u>FY2006</u> | <u>Total</u> |
|-----------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|
| Gen Fund        | \$450,000     |               |               |               |               |               | \$450,000    |
| <b>Total:</b>   | \$450,000     | \$0           | \$0           | \$0           | \$0           | \$0           | \$450,000    |

|   |  |                                       |   |                                   |
|---|--|---------------------------------------|---|-----------------------------------|
| <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             | 0            |
| <b>Totals:</b>       | <b>0</b>      | <b>0</b>     |

**Additional Information / Prior Funding History:****Project Description/Justification:**

The case files for judicial matters are permanent records. Due to its long-term viability, our current standard for the archival of these records is microfilm. Despite its archival advantages, microfilm is difficult to manage, can be damaged with regular handling and requires special equipment for viewing.

Within every judicial district's FY 2001 budget submission, there was a request for replacement of microfilm readers, many of which have been in place for over ten years. Recently, the only remaining manufacturer of the paper products required for the printing of microfilmed records on our antiquated readers/printers, informed us that these supplies would no longer be available after mid-2000. The evaluation of the equipment requests coupled with the information from the supply manufacturer led the Court System to conduct an overall review of the Records Management program. Our review indicated that although microfilm is good for archiving, electronic imaging would provide for easier access to information by the courts, the general public and other state and federal agencies.

**Current Operating Systems and Procedures:**

Each court retains possession of its files for four years following the closure of the case. After this time period has elapsed, these case files are sent to Micrographics for filming. As case files are filmed, one film copy is made for the Juneau Archive Center and another copy is made for the court that originally submitted the case files. Micrographics films approximately 3,000,000 records annually. The courts must have access to the microfilm to research records and respond to information requests from the public. Access to these records is accomplished through the use of a microfilm reader/printer, of which at least one is available in each court. These readers are frequently in disrepair, a by-product of their age.

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With the exception of children's matters, all cases of the Alaska Court System are public record and these must be available for public access. To view a case file, it must be requested from a customer service representative. Using a personal computer, this representative must look up a microfilm's index file, locate the appropriate roll of film, and physically load the film into the microfilm reader. Statewide, the courts handle hundreds of these requests daily. It is very time-consuming for both the requester and for the court employee.

### Improved Operating Systems and Procedures:

For archival purposes, the Court must continue to microfilm all case records. The microfilm reading equipment, which is frequently in disrepair and for which replacement parts and required consumable supplies will no longer be manufactured, desperately needs to be replaced. In our search for the best solution we discovered technology that would enable the court to simultaneously create a filmed image and an electronic image. The film would be of archival quality and the image would be available to the court through an electronic medium rather than via microfilm. Using this equipment would satisfy the nationally accepted archival requirement and the desire to improve the accessibility of public records and allow the electronic transmission of data to the "heavy-user" agencies such as the Division of Family and Youth Services. Portability of this data should result in a cost-savings to the users.

When fully operational, the courts would no longer have to load microfilm tapes. Personal computers and standard printers could be used in place of microfilm reader/printers. We could modify our processes to enable the court to request a microfilmed case file from Micrographics. Micrographics could load the microfilm into the reader/digitizer and create an electronic image of the file for transmission to the court. The court would be able to pull up this image, review and print it from their PC. This file could then be saved to CD or diskette for the requester should they desire to have a copy, which would be available for a small fee. The result will be greatly improved customer service and overall court efficiency.

The capital funds requested would be used for cameras, imaging software, and networked hardware such as servers and printers. This project can be completed within one fiscal year and would provide long-term, sustained efficiencies for the courts, state and federal agencies, and the general public at large.