

**Recorder's Office Film Conversion****FY2004 Request: \$388,000****Reference No: 37732****AP/AL:** Appropriation**Project Type:** Renewal and Replacement**Category:** General Government**Location:** Statewide**Contact:** Sharon Young**House District:** Statewide (HD 1-40)**Contact Phone:** (907)269-8882**Estimated Project Dates:** 07/01/2003 - 06/30/2004**Brief Summary and Statement of Need:**

One of the primary statutory functions of the Recorder's/UCC component is to provide its customers with easy access to the permanent public records. This project would support this statutory function in two ways: (1) it would enable the component to digitize document images from existing film records for the past ten years statewide; and (2) it would enhance the mainframe based indexing system by providing a direct link to the document images, thereby replacing the cumbersome and time-consuming microfiche process currently used for customer research and retrieval of these older records.

<b>Funding:</b>	<u>FY2004</u>	<u>FY2005</u>	<u>FY2006</u>	<u>FY2007</u>	<u>FY2008</u>	<u>FY2009</u>	<u>Total</u>
Rcpt Svcs	\$388,000						\$388,000
<b>Total:</b>	\$388,000	\$0	\$0	\$0	\$0	\$0	\$388,000

<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:**

This is a new project request.

**Project Description/Justification:**

The Recorder's/UCC component has the statutory responsibility to record and index documents and to provide public access to recorded documents, indices and facilities. Beginning in July 2001, Alaska's recording system became the first in the nation to image all incoming recorded and filed documents statewide (up to 250,000 documents per year or approximately 750,000 images annually). Currently images are being produced from the original paper documents on a go-forward basis only. To supplement these newly created images for research purposes, customers are requesting a broader image base for research covering at least the past ten years, representing the most heavily researched documents statewide. Since original documents are returned to customers, the only media the component has for this time frame is microfiche or archival roll film. This project would convert the past ten years' film records to digital images (approximately 4.5 million images) at a cost of approximately \$315.0. The remainder of the request would be utilized for the quality control and review of the contracted deliverables (approximately \$15.0) and for the one-time additional network storage space cost of approximately \$58.0.

This project addresses the use of more efficient technology. The ability for the public to access document 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 most heavily researched documents can then be utilized to supplement other statutory functions such as maintaining current grantor/grantee and location indices.

Conversion of these film images to digital images will provide the state with another revenue producing service, i.e. sale of bulk images to the public. To date many service bureaus and other interested parties have been reluctant to purchase duplicate film due to the pricing structure for such products. However, with digital images available, more users will likely seek to acquire bulk image data. Because this is a large scale conversion project that will be outsourced, private sector jobs may be created specifically for the length of the project. The benefit to outsourcing is that the work can be completed in a one-time venture rather than in a multi-year phased project.

Project costs are estimated based on current prices for comparable conversion projects and database storage costs. 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 technologies in the future if the need arises.

**Why is this Project Needed Now:**

It is the Recorder's Office's intention to provide the public with easy-to-access information while keeping up with current technological trends. Towards that end, this project proposes the creation of digitized images from approximately ten years of microfiche or roll film. The ability to access an image of a document while simultaneously researching the index records will be a major improvement of service to customers researching recording office records.

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 most heavily researched records 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 ten years of roll film/microfiche records to digital format. Outsourcing costs for this digital conversion project are estimated at \$.07 per image. The total cost for converting the entire ten years of film records to digital format (approximately 4.5 million images on 1973 rolls of 16mm microfilm) is estimated at \$315.0. The remainder of the request would be used for archival personnel time to quality check the digital image deliverables prior to releasing them to our statewide database. Technology continues to progress, and the component needs to keep up with current trends in order to provide the best service to its many customers. 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 will include the additional storage space needed for this conversion project.

Line Item Expenditures:

Personal Services \$15.0  
Contractual Services \$315.0  
Equipment \$58.0

Line Item Detail Description:

Personal Services – archival unit personnel time for QC of deliverables  
Contractual Services – outsourcing conversion cost based on estimated \$.07 per image  
Equipment – Additional 320GB network storage space for storing ten years of converted digital images.

**Project Support:**

User support clearly exists for the implementation of digitized image availability, as voiced by a multitude of customers. Weekly inquiries are made of the Recorder's Office as to when these records will be available in a digital format. Technology continues to progress, and the component must keep up with the current trends in order to be of service to its many customers. There is significant support from the Alaska Land Title Association, banking and financial institutions, mining and real estate industries, government agencies and other major users of recording services.

**Project Opposition:**

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

**Annual Ongoing Operating and Maintenance Costs:**

Once the conversion project is complete, the only additional operating and maintenance costs would be related to the disk storage space. Acquisition of the requisite storage space is part of the project scope.