

AP/AL: Appropriation **Project Type:** Planning
Category: General Government
Location: Statewide **Contact:** Nico Bus
House District: Statewide **Contact Phone:** (907)465-2406
Estimated Project Dates: 07/01/2007 - 06/30/2008

Brief Summary and Statement of Need:

One of the primary statutory functions of the Recorder's/UCC component is to provide customers with easy access to the public record of Alaska. This project accomplishes this requirement by completing the conversion of all historical remaining records to digital format. Most of the remaining records to convert are for the period 1979-1990 and a direct link will be established to the digitized image of the document upon project completion. This significantly improves document image retrieval time while creating efficiencies for staff, and more importantly for our customers performing research of the public record.

Funding:	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	Total
Rcpt Svcs	\$400,000						\$400,000
Total:	\$400,000	\$0	\$0	\$0	\$0	\$0	\$400,000

<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
Totals:	0	0

Additional Information / Prior Funding History:

This is the first funding request for this time period.

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 digitize all incoming recorded and filed documents (over 250,000 documents annually). Statewide document images are now produced from the original paper documents recorded daily. Customers continue to request a broader image base for research. The Film Conversion CIP projects are enabling us to convert microfiche from 2001 back thru January 1991. The Aperture Card Conversion project is converting an entire record series of aperture cards from 1978 back through 1971. The Historic Book conversion project is converting statewide original book records from the 1800's to 1971. This Digital Integration Wrap-Up Project will convert all remaining Recording office records to digital format from December 1990 back thru January 1979 (approximately 4.5 million images) at a cost of \$400.0 (0.07 cents per image). The amount includes Information Technical reviews of contracted deliverables to ensure integration into the Recorder's office data base (approximately \$50.0), and additional network storage space (approximately \$35.0).

This project addresses the use of more efficient technology allowing us to discontinue the use of older micrographic equipment (reader/printers) and terminate expensive maintenance contracts upon completion. We currently spend approximately \$38.0 annually to repair and maintain this necessary equipment. Once we no longer need to maintain the old reader/printers the money saved will be used to update computers and printers in our public libraries. The ability for the public to access document images by computer will result in more efficient and timely delivery of service by the recording staff and easier access by the public. Recording staff frequently assist customers with locating film records, instruct them in the

proper use of the micrographics equipment, and then re-file the film records. The time savings generated by digitizing this remaining record series will be utilized to supplement other statutory recording functions such as maintaining current indices.

Conversion of this remaining record series to digital images will provide the state with another revenue producing service, i.e, sale of bulk images to the public. Title companies, service bureaus and other interested parties are 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 downloads to enhance their own data bases. 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.

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 no additional conversion and leave the existing film media for this time period 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. It also requires the state to maintain expensive maintenance contracts on reader/printers required to view and print from the existing medium.

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. This project completes the conversion of all remaining recording mediums to digitized images. The ability to access an image of a recorded document while simultaneously viewing the index is a major improvement of service to customers researching recording office records. The component continues to receive numerous requests from customers for this type of enhanced service.

Since the inception of statewide imaging in July 2001 and the conversion of document images going back to 1999, users have come to rely heavily on the imaging system for ease of use, accessibility, and functionality, as well as quality of product and most notably, speed of delivery. Completing the conversion of this remaining record series to digital format will result in faster retrieval of document images statewide, improved workflow, reduction of physical storage space needs, termination of expensive maintenance contracts on ageing reader-printers, improved quality of records and improved productivity.

Specific Spending Detail: This project will contract professional services to convert the remaining years of microfiche records to digital format. Outsourcing costs for this digital conversion project are estimated at \$.07 per image. The total estimated cost for converting the remaining 12 years of film records to digital format (approximately 4.5 million images) is estimated at \$315.0. \$50.0 of the request would be used for DNR IT personnel time to process the images through an internal program to ensure error free integration into the Recorder's office data base. Additional network storage space for the converted images is also included at an estimate of \$35.0 which is included in this proposal. Recording staff will quality check the exceptions, and make any corrections prior to releasing the images 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.

Line Item Expenditures:

Personal Services \$50.0 DNR IT personnel to meet programming requirements
Contractual Services \$315.0 Conversion of film medium to digital format
Commodities \$35.0 Purchase required network storage space for the converted images

Project Support: Complete statewide record conversion and implementation of digitized image availability has been voiced by many private customers that visit our offices on a daily basis. We also have support from the Alaska Land Title Association, banking and financial institutions, mining and real estate industries, government agencies and other major users of statewide recording services.

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