

AP/AL: Appropriation **Project Type:** Information Technology / Systems / Communication

Category: General Government

Location: Statewide

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House District: Statewide (HD 1-40)

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Estimated Project Dates: 07/01/2010 - 06/30/2013

Brief Summary and Statement of Need:

Funding is needed to provide for the migration of the Division of Retirement and Benefits' microfilm documents, currently imaged on 16mm silver negatives on 100 ft. microfilm rolls, to the newly created Stellant system. The migration will include approximately 8.5 million documents. The new system will provide improved search capabilities and better long term storage. (See Project Description/Justification: for contribution to department mission.)

| Funding: | FY2011 | FY2012 | FY2013 | FY2014 | FY2015 | FY2016 | Total |
|-----------------|------------------|------------------|------------------|---------------|---------------|---------------|------------------|
| Ben Sys | \$163,700 | | | | | | \$163,700 |
| Jud Retire | \$2,200 | | | | | | \$2,200 |
| Nat Guard | \$6,900 | | | | | | \$6,900 |
| P/E Retire | \$213,200 | \$205,500 | \$261,500 | | | | \$680,200 |
| Teach Ret | \$89,000 | | | | | | \$89,000 |
| Total: | \$475,000 | \$205,500 | \$261,500 | \$0 | \$0 | \$0 | \$942,000 |

| | | | | |
|---|---|--|---|-----------------------------------|
| <input type="checkbox"/> State Match Required | <input type="checkbox"/> One-Time Project | <input checked="" 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:

No funding has been appropriated for this project.

Project Description/Justification:

Problem to be Solved:

The current document retention process at the Division of Retirement and Benefits (DRB) was developed over many years, under many managers, who were operating under the technological constraints of the time. This has resulted in a fractured process which has DRB maintaining various document retention media types, including 16mm silver master microfiche negatives, 16mm microfiche (non silver media) positives, 16mm silver negative images on 100 ft. microfilm rolls, and proprietary COM media. This process has been further complicated as it relies upon older technology with aging equipment that is not currently being manufactured and therefore not readily available.

Solution:

Recently DRB brought up a new document management system based on the state standard, Stellant. The new system allows for the rendering of documents in a digital format via web interface.

This not only greatly increases staff efficiencies gained by ‘self serving’ up documents but also allows for a break from the dependence on the older, aging hardware layer needed to support fractured media types.

This project is to provide for the migration of the majority of DRB’s microfilm documents imaged on 16mm silver negatives on 100 foot microfilm rolls to the newly implemented Stellant system. This migration includes approximately 8.5 million documents, spanning 250 document types, and all applicable work flow processes.

The budget listed below reflects the contractor charges for the document conversion process.

Benefits:

1. Central to DRB’s mission and goals, this process offers a very high return on investment by reducing microfilm and microfiche handling costs needed for image retrieval.
2. A goal of this project is to greatly improve customer service to the DRB membership at large. This project provides a mechanism for ‘self serving’ documents to be used in conjunction with servicing DRB plans. Documents will be quickly retrieved on-line by DRB employees rather than requesting copies from the microfiche section.
3. DRB efficiencies are realized as document retrieval processes are automated. The current process of sending a copy request to the microfilm section where the request is researched, the document is located, pulled, copied, sent out to the requestor, and re-catalogued is replaced by accessing the desired document via web interface in DRB’s Document Management System.
4. This project fulfills key elements of the Division strategic plan: homogenized data and information environment, real-time access to the right information at the right time, capacity to distribute information to customer service staff regardless of physical location using existing client hardware and standard software.
5. Newly underutilized microfilm equipment will be sundowned, allowing inventory to be maintained for backup devices to be repurposed as needed.

What we Propose to Buy:

Full Life Cycle Cost Information

Dollar amounts in thousands

| Description | Amount |
|---|---------------|
| Requirements Definition | 30.0 |
| System Design | 20.0 |
| Digital conversion of 8.5 million 16mm silver negative images on 100 ft.rolls | 547.0 |
| Blending of multiple page documents, metadata processes | 95.0 |
| Creating/instantiating scripts for batch automation processes | 65.0 |
| Training/mentoring/workflow analysis | 75.0 |
| Hardware | 110.0 |

Timeline:

Work timeline: 10/1/2010 – 6/30/2013