Complete Conversion of Recorded Media to Digital Images FY2012 Request: \$300,000 Reference No: 41483

AP/AL: Allocation Project Type: Information Technology /

Systems / Communication

Category: Natural Resources

Location: Statewide House District: Statewide (HD 1-40)

Impact House District: Statewide (HD 1-40) Contact: Jean Davis

Appropriation: Completion of Recorder's Office Digital Image Conversion and Implementation of

Electronic Recording

Brief Summary and Statement of Need:

A statutory function of the Recorder's Office/Uniform Commercial Code (UCC) component is to provide customers with easy access to Alaska's public record. This project completes the conversion of all recorded media to digital format, and providing for completion of an online index of all recorded instruments in the Recorder's Office database back to 1970. Project funding will enable us to add enhancements to the existing historical book user interface for search and retrieval of documents recorded prior to 1970. The result is a significant improvement to document image research and retrieval timeframes, and ultimately improved customer service and staff efficiencies when performing research in the public record.

Funding:	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	<u>Total</u>
GF/Prgm	\$300,000						\$300,000
Total:	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000

☐ State Match Required ☐ One-Time Project 0% = Minimum State Match % Required	☐ Phased - new ☐ Amendment	Phased - underwayMental Health Bill	☐ On-Going
Operating & Maintenance Costs:		Amount	Staff

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:

SLA07/CH30 \$ 400,000 Project is ongoing, this portion to be complete in FY11.

Project Description/Justification:

This project will enable the State Recorder's Office to complete the conversion of all recorded media to digital format, and provides for completing an online index of all recorded instruments in the Recorder's Office database back to January 1, 1970. Project funding will also enable us to add enhancements to the existing historical book user interface for search and retrieval of documents recorded prior to January 1, 1970.

The Recorder's Office began scanning all of its recorded and filed documents statewide on July 1, 2001.

The prior conversion process included the digitization of filmed images (microfiche and aperture cards) from June 30, 2001 back through 1975, and also enabled us to scan the component's historic State of Alaska Capital Project Summary

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books statewide, back through 1890. Microfiche and aperture card media from the 1970 – 1975 time period remains to be digitized, and the final processes to enable all the remaining digitized documents to be made available online will be completed with this project funding. When done, Alaska will likely be the first state in the nation to have its entire recorded permanent public record available in digital format for easy access.

This project will be completed utilizing two existing long-term non-permanent staff dedicated to the project, as well as existing programming staff to work on enhancements for the search and retrieval system of the historic book records.

PROJECT BENEFITS:

Having all recorded and filed documents available in digital format makes use of the widely accepted and more efficient technology available, and allows the Recorder's Office to discontinue the use of older micrographic equipment (reader/printers) and terminate expensive maintenance contracts. Operating cost savings in these areas are utilized to update and maintain computers and printers for customer research. The ability to access document images by digital technology will result in more efficient and timely delivery of service by recording staff and easier access by the public.

Conversion of the entire public record to digital images provides the state with a small but additional revenue producing service (i.e. sale of bulk images). Title companies, service bureaus, and other businesses are extremely interested in purchasing bulk image downloads from our office to enhance their own databases, as evident in the numerous customers already purchasing available bulk images. Until the conversion process is complete and we begin receiving requests for more bulk image purchases, it is not possible to make a reasonable estimate of the potential increase.

Completion of this project ensures the preservation of the historic recording record of Alaska. Actual historic books, film records and aperture cards will no longer be used directly for research, thus reducing damage to the original media from repeated handling.

Why is this Project Needed Now?:

Since the inception of statewide imaging in July 2001 and the conversion of older document images now available, 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 the 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.

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Specific Spending Detail:

LINE ITEM	DOLLAR AMOUNT	DESCRIPTION (text)
Personal Services	\$ 200,000	2 existing non-perm Recorder Technician positions for two years (PCNs 10-N08038 and 10-N07034)
Services	\$ 100,000	Contractual funds for enhancements to the search and retrieval process for historic book record searches.

Project Support:

Many private customers that visit our offices on a daily basis have voiced support for completed statewide record conversion and implementation of digitized image availability. We also have support from the Alaska Land Title Association, banking and financial institutions, mining, surveying 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.