

AVTEC Student Records Archival System**FY2008 Request: \$100,000**
Reference No: 45288**AP/AL:** Appropriation**Project Type:** Information Systems**Category:** Education**Location:** Homer**Contact:** Fred Esposito**House District:** Homer/Seward (HD 35)**Contact Phone:** (907)224-4159**Estimated Project Dates:** 07/01/2008 - 06/30/2009**Brief Summary and Statement of Need:**

AVTEC's student records are permanent records and are required to be housed in a fireproof vault or fireproof file cabinets. The first 15 years (1969-1985) of AVTEC's student records are on microfiche and there is only one working microfiche reader/printer in Seward. Storage of the other paper documents is becoming excessive. The paper files need to be transferred to an electronic media source to reduce the space used by the file cabinets and allow for regular backups of the documentation should there be a disaster that destroys the original documents. The electronic media storage needs to be indexed so information can be searched by student name, student ID, course taken, or year of attendance.

Funding:	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	Total
Gen Fund	\$100,000						\$100,000
Total:	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000

<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:	100,000	0
Ongoing Operating:	0	0
One-Time Startup:	0	
Totals:	100,000	0

Additional Information / Prior Funding History:

No previous funding has been provided for this project.

Project Description/Justification:

Information Technology Capital Project Review Form FY2009

1. Has this project been previously approved? No

2. What is the purpose of the project?

AVTEC's student records are permanent records and are required to be housed in a fireproof vault or fireproof file cabinets. The first 15 years (1969-1985) of AVTEC's student records are on microfiche and there is only one microfiche reader/printer still available in Seward. All other years of student records are in paper form. Storage of these documents is becoming excessive. The paper files need to be transferred to an electronic media source to reduce the space used by the

file cabinets housing the student records. The electronic media storage needs to be indexed so information can be searched by student name, student ID, course taken, or year of attendance.

The potential for disasters runs high in Seward (earthquakes, floods and volcanic ash fallouts). Some disasters can destroy files, even in fireproof vaults and fireproof file cabinets. Having this historical information in electronic form allows for regular backups of the documentation should there be a disaster that destroys the original documents. Also, documents stored electronically are periodically copied for backup and do not degrade over time as paper records can.

Students enroll in training courses to increase their future employability and earning potential. Employers often require documentation of training as a precursor to employment. Many times former students must request copies of their training documentation from AVTEC. By having electronic copies of these files AVTEC staff would be able to reduce the response time for providing the needed forms. Electronic documents could even be directly emailed to the employer at the student's request.

Project cost:	Capital:			Annual O&M costs or savings
	Prior Years	FY 2008	FY2009	
General Funds		100,000		
General Fund Match				
General Fund Program Receipts				
I/A Receipts (dept. and fund source)				
Other Funds (name and fund number)				
Federal Funds				
Total		100,000		

3. Is this a new systems development project? **Yes**

Upgrade or enhancement to existing department capabilities? **Yes**

4. Specifically, what hardware, software, consulting services, or other items will be purchased with this expenditure? (Include a line item breakdown.)

A digital archival system is needed to convert the current records and 38 years of historical paper and microfiche files to electronic media form. The system will need to have the ability to index the student records by various identity fields, such as, student's name, student's id number, course attended, or year of attendance. The funds would be used to either contract with a company to convert the past 38 years of paper and microfiche records to electronic media, or if no contractor could be located, to hire a non-permanent staff person with sufficient technology skills to accomplish this conversion. Funds would also purchase software with Optical Character Reading

technology to lift index data directly from the student database system and an optical scanner with automatic document feeder.

<i>Software Acquisition</i>	<i>\$40,000</i>
<i>Installation and Deployment</i>	<i>\$60,000</i>

5. How will service to the public measurably improve if this project is funded?

AVTEC staff would be able to view and print files onsite via online access. Files would be easier to retrieve via online access verses digging through tightly packed file cabinets.

6. Does project affect the way in which other public agencies will conduct their business? *No*

7. What are the potential out-year cost implications if this project is approved? (Bandwidth requirements, etc.)

No change in bandwidth. A server for data storage would need to be purchased from current operating funds.

8. What will happen if the project is not approved?

AVTEC's paper files would continue to grow requiring more fireproof file cabinets and storage space. There would not be any backup of the documentation in event of a disaster.