

initial investments. For example, the State Platting automation cost just over \$2 million spread across almost 10 years. Formerly a staff of 17 maintained Mylar, paper, and microfiche. Today a staff of 10 maintains the record, representing a long-term savings of about \$600,000 per year in labor; and over \$250,000 per year in savings from end users' search and retrieval time.

This project would scan and full-text index about 100,000 DNR active case files that contain the public record on the adjudication process used to reach decisions on resource authorization and land use. These are the most actively used files within the department and represent about a third of all DNR case files, excluding mining claims which are already automated. This represents a cost of about \$25.00 per case file. The potential return on investment is quite high because of the efficiencies gained for daily routine tasks of locating a file, locating a document within a file, and drafting correspondence with applicants. Industry standards show document management systems as having one of the highest returns on investments for the business; DNR will be no exception.

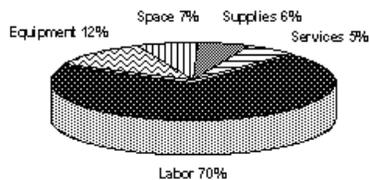
Document Management Overview:

- Approximately 90% of DNR information is in manila folders; most 'intellectual capital' stored on paper; slow to retrieve
- The state software for automated document management is mature and installed at DNR; lowers risk
- Document management is typically the largest cost in organizations; opportunity for savings
- Expands public access to public documents
- Average worker has a 34 hour paper backlog.

Estimated by Document Management Magazine Staggering Costs of Documents:

- Four Trillion documents are stored in US files
 - US Paper files are doubling every 3.5 years
 - Average document is copied 19 times
 - Each day, almost one billion photocopies are made
 - 70% of an office worker's time is spent handling paper or data entry
- Source: AIIM, Forrester, Star Securities, US Dept of Labor.

Paper Costs



Source: U.S. Department of Labor

DNR has automated one sample case type; RS2477, which now has document full-text search and retrieval available. Under the Unified Permit Project, DNR has completed the design of a department metadata model and is in the process of implementing this model. The metadata model is used to provide additional search and reporting information for individual documents. A test plan on best

methods (lowest cost for highest performance) is being developed, assuring a speedy implementation of this CIP.

This CIP will also assure the integration of documents and content with the DNR platting and land ownership mapping system. The project will address two central areas of records integration:

- Convert 5,000 black and white maps to the new color format maps based on the data stored in the Oracle database.
- Create State Land Records for Conveyances of Land From BLM-2009 Initiative – BLM has accelerated the final land transfer process from the federal government. Over 15 million additional acres are targeted for transfer to the State of Alaska by 2010 and 40 million acres of tentatively approved land going to final patent. This project helps fund that update process, assuring documents are available from status plats (geographic view of operations.) This includes a vendor required .NET conversion of the Land Records Application used to produce the state status map from Visual Basic 6.0.

Why is this Project Needed Now?

To modernize processes and gain efficiencies, DNR needs to digitize paper documents associated with the full range of department authorizations for permit, lease, sale, and extraction of resources; and those records associated with the management of land title.

DNR also needs to complete the long term goal of fully automating the information processing sequences of the department, paper-based case files are the last remaining target.

Specific Spending Detail:

FY10 Projection

LINE ITEM	DOLLAR AMOUNT	DESCRIPTION
Personal Services	\$ 480,000	DNR staff to prep files and oversee contractors; control overall process plat integration
Travel	\$ 12,000	Coordinate work in Juneau and Fairbanks
Services	\$ 670,000	File prep, scanning, QC, indexing, training; integration programming
Commodities	\$ 38,000	Hardware and software to assure incoming documents to DNR Offices are scanned; indexed, and loaded to the document management system.
Totals	\$1,200,000	

