

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: 07/01/2011 - 06/30/2016

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 16 mm silver negatives on 100 ft. microfilm rolls, to the newly created Stellent system. The migration will include approximately 8.5 million documents. The new system will provide improved search capabilities and better long term storage.

Funding:	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	Total
Ben Sys	\$144,100						\$144,100
Jud Retire	\$1,700						\$1,700
Nat Guard	\$5,500						\$5,500
P/E Retire	\$167,000	\$338,000	\$135,000				\$640,000
Teach Ret	\$68,700						\$68,700
Total:	\$387,000	\$338,000	\$135,000	\$0	\$0	\$0	\$860,000

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

\$475,000 SB230 CH 43 SLA 10 Sec 7 Pg 19

Project Description/Justification:

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 in which aging equipment is not currently being manufactured and therefore not readily available. A further complication is that the media is fading and must be converted before it is unreadable. This project provides for the migration of the majority of DRB's microfilm documents to digital images consumed by the divisions Stellent system.

Benefits:

- 1) This project offers a very high return on investment as substantial efficiencies are realized as document retrieval processes are automated.
- 2) Will provide near instant access to documents. 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 near instant access of the desired document via web interface in DRB's Document Management System.
- 3) Images are salvaged as they are moved from aging media before deemed unreadable.
- 4) Customer Service is positively impacted as the time to retrieve necessary documentation is dramatically cut, resulting in faster service resolution times.
- 5) The costs to maintain in terms of dollars and staffing are thought to be greatly reduced for two reasons: (1) cost savings in strategic planning, storage, and microfiche are replaced by hardware replacement schedules that move the digital files seamlessly from one location to the other and (2) savings in staff resources are realized as the user 'self serves' up the image rather than making a request to someone who pulls, copies, and returns the image to the user.