

RECORDS CONVERSION

Amended Ordinance Request
to Convert Microfilm, Microfiche, and Index
Books to Digital Images

Request made by
Debra Johnson

Clerk and Recorder

Contract Background

- ▶ The original contract was approved in August of 2009 for the complete scope of converting approximately 16.9 million images from the various forms of media to one standard format, including the creation of an electronic searchable index.
- ▶ The original project scope spanned five phases at a total estimate project amount of \$2,872,277.
- ▶ Council approved the initial project scope and dollars in concept. However, the initial contract limited the project to the authorization and funding for Phases 1 and II in the amount of \$358,583. The first amendment to the contract increased the contract amount to 546,300.00. Of the increased contract amount the office of the Clerk and Recorder continued to leverage operational savings for this project through 2011 by expending an additional \$43,921 for completion of Phase II. The total expenditure from 2009 to now for the Records Conversion Project is \$402,504. Leaving an unused balance of \$143,796.

Scope of this Amendment

This amendment to the original contract is to continue on with the imaging project with the unused dollars from Phases I and II of \$143,796 and agency operational savings in the amount of \$800,000 for a total of \$943,796. This amendment will also extend the term of the contract from 2014 to 2016 to complete phases IV-A through IV-E (1971-1986) .

The Clerk and Recorder's office has modified the structure of the phases to allow for a more manageable approach to the imaging of the records and the ability for staff to perform quality assurance testing upon completion of each phase to ensure image quality and index accuracy meet accepted standards. The phases for the project have been further broken down as shown in Exhibits A and B of this amendment.

SCOPE OF PROJECT

| Continued imaging project from the original contract approval | | Quantity of Images |
|---------------------------------------------------------------|------------|--------------------|
| Completed Phase I - Records from 1989-2002 | | 6,962,785 |
| Completed Phase II - Records from 1986-1988 | | 852,827 |
| Total images captured 2009 to date – | | 7,815,612 |
| Ammendment II continued effort | | |
| Phase IV-A | 1984 -1986 | 647,400 |
| Phase IV-B | 1981-1983 | 705,000 |
| Phase IV-C | 1978-1980 | 711,000 |
| Phase IV-D | 1975-1977 | 597,000 |
| Phase IV-E | 1971-1974 | 619,500 |
| Total images to be captured by 2015/6 | | 3,279,900 |
| Balance of Imaging Project | | |
| Phase IV-F | | 779,100 |
| | 1964-1970 | Film |
| | 1950-1970 | Hardcopy |
| Phase IV-G | 1957-1963 | 751,500 |
| Phase IV-H | 1950-1963 | 751,500 |
| Phase V-A | | 1,012,275 |
| | 1940-1949 | Film |
| | 1859-1949 | Film |
| Phase V-B | 1920-1939 | 793,875 |
| Phase V-C | 1890-1919 | 793,875 |
| Phase V-D | 1859-1889 | 793,875 |
| Phase V-E | 1859-1949 | 328,500 |
| Last Phase Images to be captured | | 6,004,500 |
| Total Remaining Balance of Images to capture | | 9,284,400 |

What's Being Converted

Documents being converted and indexed from the year 1859 through 2002 include:

- Grantor/Grantee Index Books
- Marriage Licenses
- Deeds of Trust
- Quick Claim Deeds
- Lien Notices
- Transcripts of Judgments
- Certificates of Release / Military Discharge
- Miscellaneous recorded documents

Statutory requirement to preserve and make available all publicly recorded documents.

Places Where Documents are Stored

Documents continue to be stored all over the place!

- ▶ Microfilm

- ▶ Microfiche

- ▶ File Shares

- ▶ Grant

- ▶ Grantor/Grantee Indexes (books)

Not readily accessible... results in delays when serving the public

Marriage License

990020031 1999/02/04 08:24:33 1/ 1 HL
DENVER COUNTY CLERK AND RECORDER .00
No. 103568

THIS LICENSE VALID FOR ONLY
30 DAYS FROM THE DATE OF ISSUE
NOTE: THIS IS A MARRIAGE LICENSE - NOT A MARRIAGE CERTIFICATE. IF IT IS NOT USED, THE PERSON TO WHOM
IT IS DELIVERED MUST RETURN IT PROMPTLY TO THE COUNTY CLERK AND RECORDER WHO ISSUED IT.

Fee of \$ 25.00

Marriage License

State of Colorado

City and County of: Denver

To any person or religious society Authorized by Law to
Perform the Marriage Ceremony:

GREETING: You are hereby authorized to join in marriage
Mr. Gushong Wu of West Lafayette, IN and
Ms. Jing Zhu of Denver, CO
and of this license you will make due return to my office.

Witness, my hand and the seal of my office at
Denver, Colorado
this 21 day of December, 1998

James C. Gudimoff County Clerk and Recorder
Miss King Deputy

State of Colorado
County of Denver } ss

MARRIAGE CERTIFICATE

It is hereby certified that on the 21 day of December
A.D., 1998 at the Chinese Evangelical Church of West Denver, CO
in said county the undersigned, a Minister of Gospel
did join in the Holy Bonds of Matrimony in accordance with the laws
of the state of Colorado and the authorization of the foregoing license

Mr. Gushong Wu
Ms. Jing Zhu and

LOADING
Mount the
the Suppl
Shaft.

Grantor/Grantee Index Books



Grantor/Grantee Index Books



Microfilm Reels



Microfiche Cards



PROBLEMS

- ▶ Records are in disrepair and continue to wear:
 - ▶ Index books are dilapidated
 - ▶ Microfilm often needs to be spliced/repared
 - ▶ Microfiche is taxed
 - ▶ Maintenance of equipment to support use of microfilm and microfiche is costly (\$5000 annual cost) and obsolete
 - ▶ Bad/illegible images

- ▶ Records are located in various physical locations
 - ▶ Webb building
 - ▶ City and County Building

- ▶ Inefficiencies in accessing records for delivery to the public

SOLUTION

- ▶ Continued conversion of all pages from film, fiche, database, and books to a usable digitized format
- ▶ Continued indexing of all pages and integrate into existing Tyler/Eagle CRIS Plus solution
- ▶ Verifying integrity and quality of the documents being imaged

Scope of Work

- ▶ **Scope of work continues to remain the same**
 - ▶ Retrieve original source documents
 - ▶ Digitize images from various sources
 - ▶ Migrate images into current software system
 - ▶ Index images where appropriate
 - ▶ Quality control images and migration
 - ▶ Provide back up data disc where data is stored
 - ▶ Warrant work for specified period of time

Return On Investment

- ▶ Improved Efficiencies
- ▶ Enhanced customer service through on line retrieval capabilities
- ▶ Progress toward long term goal of completing all phases of the stated conversion project
- ▶ Enhancement of city's record keeping process
- ▶ Ability to provide original source documents to archives/city library for preservation