EVOSTC Document Digitizing Project

Phase 1:

Restoration Planning Work Group Administrative Record
and
Restoration Plan Final Environmental Impact Statement Administrative Record

January 22, 2013

Need: Digitization of select EVOSTC files for ease of retrieval, to facilitate web access where appropriate, save future storage/office space and expense, and ensure long-term preservation of information.

Background: Alaska Resources Library and Information Services (ARLIS, www.arlis.org), is a special library focusing on the natural and cultural resources of Alaska and arctic areas. Established in 1997 and located on the campus of the University of Alaska Anchorage, ARLIS is an innovative partnership of state, federal and university entities whose primary purpose is to meet the information needs of its founding agencies: the Alaska Department of Fish and Game, *Exxon Valdez* Oil Spill Trustee Council, U.S. Bureau of Land Management, U.S. Bureau of Ocean Energy Management, U.S. Fish and Wildlife Service, U.S. National Park Service, U.S. Geological Survey and UAA. ARLIS is open to the public and also serves the university community, non-profits and the private sector. ARLIS is directed by the ARLIS Management Team, which is responsible to the ARLIS Founders Board. The Board consists of representatives from the above founding agencies.

ARLIS serves as the EVOSTC repository for EVOS-related materials and has housed this collection since the Trustee Council's Oil Spill Public Information Center became part of ARLIS in 1997. ARLIS also maintains the EVOSTC Public Record and public versions of the administrative records of the Restoration Plan Work Group (RPWG) and Restoration Plan Final Environmental Impact Statement (FEIS).

Scope: ARLIS has considerable experience conducting digitizing projects for its founding agencies and other state and federal organizations. To address EVOSTC records, ARLIS recommends initially digitizing EVOSTC collections which are public, complete and previously-organized. Phase 1 of the project will digitize the administrative records of the Restoration Planning Work Group (RPWG) and Restoration Plan Final Environmental Impact Statement (FEIS), with the EVOSTC Official Record and other document collections to be addressed in subsequent proposals. The final deliverable of the Phase 1 project will be an indexed collection of searchable full-text documents contained in the RPWG and FEIS administrative records. The digitized documents will be provided to the EVOSTC office and added to the website by EVOSTC staff or associated IT staff. The documents will be searchable via the Google Search Box.

RPWG: Volume – 19 boxes, 279 inches, 55,800 pages

The RPWG administrative record documents the activities of the work group that produced the 1994 Restoration Plan. Housed in two five-drawer file cabinets and 94 inches of shelf space, this indexed, completed collection is largely papers in folders or binders, with some documents contained with staples, clips or rubber bands. Some items have comb or glue bindings, and document sizes include letter, legal and oversized, such as folded maps and flip chart notes. The collection contains some handwritten notes.

FEIS: Volume – 9 boxes, 124 inches, 24,800 pages

The Restoration Plan FEIS administrative record is housed in one five-drawer file cabinet and 26 inches of shelf space. This indexed, completed collection is largely papers in folders or binders, with some documents contained with staples, clips or rubber bands. Some items have comb or glue bindings, and document sizes include letter, legal and oversized, such as folded maps. The collection contains some handwritten notes and public comments. Three audio tapes in this collection will not be part of the scanning project, but a citation will be included to direct the user to a source for these items.

Total: 28 boxes, 403 inches, 80,600 pages

Process: Scanning will be done from originals, rather than the public copy of the records, to ensure image quality and collection completeness. Non-print items, such as audio tapes, and documents protected by copyright will not be scanned, but will be noted with an entry that will refer the user to a source for the item. Boxes of documents will be sent to ARLIS and returned to the EVOSTC office in batches.

EVOSTC staff will:

- Provide ARLIS with a copy of the index to each administrative record.
- Review the files to identify bound items without marginalia that have already been scanned.
- Provide extra copies of bound items without marginalia that will not require reassembly after scanning.
- Identify items protected by copyright that will not be scanned; provide citations for these items, to be included in the digital collection.
- Box the files, label the boxes and route to ARLIS in batches via the UAA courier.
- Unbox and re-file the documents after scanning.
- After delivery of the digital documents, add the files to the EVOSTC website.

ARLIS staff will:

- Prepare the documents for scanning, including removing staples, other fasteners, and/or bindings.
- Scan each document into a separate file.
- Apply Optical Character Recognition (OCR) software to each file for searchability.
- Provide each file with an appropriate file name that includes the index label of the document.
- Provide quality assurance by reviewing each file for image quality and OCR.
- Return each document to the original folder or binder, and re-fasten to pre-scanning condition.
- Return the folders and binders to the appropriate box and return to the EVOSTC office in batches via the UAA courier.
- Create a catalog record in the ARLIS web-accessible catalog for each administrative record. The catalog records will contain a link to the EVOSTC website, thereby providing additional access points for researchers worldwide.
- Deliver the digital documents to the EVOSTC office.

Final Deliverable: The final deliverable of the Phase 1 project will be an indexed collection of searchable full-text documents contained in the RPWG and FEIS administrative records. The digitized documents will be provided to the EVOSTC office and added to the website by EVOSTC staff or associated IT staff. The documents will be searchable via the Google Search Box.

Timeline: Due to ARLIS's workload with several current scanning projects, this project will begin after July 1, 2013 and be completed January 31, 2014. The bulk of the work will be done by student workers, whose schedules tend to vary.

Budget:

Staff	Tasks	Cost	Funding
Student labor	RPWG – 19 boxes - Prep, scan, return documents to pre-scanning condition, QA and file transfer FEIS – 9 boxes – Prep, scan, return documents to pre-scanning condition, QA and file transfer	$300 per box	$5,700 $2,700
Librarian	Oversee the project, create catalog records for RPWG and FEIS	75 hours at $64/hour	$4,800
	Total		$13,200