EVOSTC Document Digitizing Project

Phase 2:

EVOSTC Project Files
and
Chief Scientist Project Files

August 30, 2013

PROPOSAL SUMMARY

Phase 1: nearing completion: This project was funded by the Council in February of this year to digitize 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. To address EVOSTC records, ARLIS initially recommended digitizing EVOSTC collections which are public, complete and previously organized.

Phase 1 of the project, approved by the Trustee Council on February 21, 2013, focused on digitizing the administrative records of the Restoration Planning Work Group (RPWG) and Restoration Plan Final Environmental Impact Statement (FEIS). This project is nearing completion well ahead of schedule.

Proposed Phase 2: The EVOSTC staff had planned to focus Phase 2 on the EVOSTC Official Record; however, recent work by the National Center for Ecological Analysis and Synthesis (NCEAS) identified the need to consolidate project information, which is currently a mix of paper and digital formats. When the EVOSTC project database was created in 2005, subsequent projects were entered into the database. Some digital conversion was done for older projects, however, gaps remain. In addition, the paper files contain documents, such as correspondence documenting the administration of projects, letters of support, and publicity, which the project database cannot currently accommodate. Staff must check the database plus two sets of paper files, the EVOSTC Project Files 1991-2009 and the Chief Scientist Project Files 1992-2002, to ensure that information retrieval on older projects is complete. Phase 2 proposes to digitize the project files, as the first step in consolidating the project information into one location. Additional database work will be needed to complete the consolidation. Digitizing the EVOSTC Official Record and other document collections will be addressed in subsequent digitizing proposals.

PROPOSAL DETAILS

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 University of Alaska Anchorage. 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 Planning Work Group (RPWG) and Restoration Plan Final Environmental Impact Statement (FEIS).

Phase 2 Proposed Scope: Phase 2 of the project will digitize the EVOSTC Project Files and the Chief Scientist Project Files. The final deliverable will be a collection of searchable full-text digital versions of the documents contained in these files. The digitized documents will be provided to the EVOSTC office and added to the intranet by EVOSTC staff or associated IT staff. The documents will be searchable in-house via the Google Search Box. The documents are not publicly available, as they contain peer review comments and other confidential information; however, EVOSTC staff use the files to respond to questions pertaining to the projects, and electronic files will reduce response time and ensure a complete response.

EVOSTC Project Files: Volume – 35 boxes, 561 inches, 112,200 pages. The EVOSTC Project Files document the administration of projects related to natural resource damage assessment, restoration, and GEM programs. Housed in eight four-drawer file cabinets, this file collection is largely letter- and legal-sized papers in folders or binders, with some documents contained with staples, clips, or rubber bands. Some items have comb or glue bindings. The collection contains some handwritten notes.

Chief Scientist Project Files: Volume – 52 boxes, 840 inches, 168,000 pages. The Chief Scientist Project Files document the scientific review of projects associated with natural resource damage assessment, restoration, and GEM programs. Housed in ten four-drawer file cabinets, this collection is largely letter-sized papers in folders, with some documents contained with staples, clips or rubber bands. Some items have comb or glue bindings. The collection contains some handwritten notes.

Total: 87 boxes, 1,401 inches, 280,200 pages

Process: Scanning will be done from originals to ensure image quality and collection completeness. Non-print items, such as audio or video tapes, CDs or DVDs, 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. Metadata will be created as needed for handwritten documents. 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 project number format which has changed over the years.
- Review the files to identify bound items without marginalia that have already been scanned.
- Provide extra copies of bound items without marginalia, as available, that will not require reassembly after scanning.
- Identify items protected by copyright that will not be scanned, and provide citations for these items, to be included in the digital collection.
- Box the files, label the boxes, and route them 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 intranet.

ARLIS staff will:

- Prepare the documents for scanning, including removing staples, other fasteners, and/or bindings.
- Scan each project file into a separate electronic file.
- Apply Optical Character Recognition (OCR) software to each file for searchability.
- Provide each file with an appropriate file name that indicates the file collection and includes the project number.
- Create metadata for handwritten documents, as needed.
- 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 the boxes to the EVOSTC office via the UAA courier.
- Deliver the digital documents to the EVOSTC office.

Final Deliverable: The final deliverable of the Phase 2 project will be a collection of searchable full-text digital versions of the documents contained in the EVOSTC Project Files and the Chief Scientist Project Files. The digitized documents will be provided to the EVOSTC office and added to the intranet by EVOSTC staff or associated IT staff. The documents will be searchable in-house via the Google Search Box.

Timeline: Due to the EVOSTC funding cycle and ARLIS's workload with several current scanning projects, this project will begin after February 1, 2014 and be completed by January 31, 2015. The bulk of the work will be done by student workers, whose schedules tend to vary.

BUDGET

Staff	Tasks	Cost	Funding
Student labor	EVOSTC Project Files – 35 boxes – Prep, scan, return documents to pre-scanning condition, QA, create metadata as needed, and file transfer Chief Scientist Project Files – 52 boxes – Prep, scan, return documents to pre-scanning condition, QA, create metadata as needed, and file transfer	$300 per box	$10,500 $15,600
Librarian	Oversee the project	200 hours at $64/hour	$12,800
	Total		$38,900