EVOSTC DOCUMENT DIGITIZING PROJECT

Phase 3: File Collections:

Habitat Protection Program
Public Advisory Committee
Science and Technology Advisory Committee
Community Involvement

June 12, 2014

PROPOSAL SUMMARY *This proposal provides details on the project listed in the ARLIS section of the APDI.*

In February 2013, the EVOS Trustee Council began a multi-phase project 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.

Phase 1: Completed: This phase was funded in February 2013 to digitize the administrative records of the Restoration Planning Work Group (RPWG) and Restoration Plan Final Environmental Impact Statement (FEIS) and was completed in December 2013.

Phase 2: in progress, to be completed by January 31, 2015: Funded for FY14, this phase addresses a need identified by the National Center for Ecological Analysis and Synthesis (NCEAS) to consolidate project information, which was 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 remained. 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. The EVOSTC Project Files 1991-2009 and the Chief Scientist Files 1992-2002 are being digitized as the first step in consolidating the project information into one location. Additional database work will be needed to complete the consolidation.

Proposed Phase 3: This phase proposes to digitize the following active and/or historical file collections: Habitat Protection Program (1993-present), Public Advisory Committee (1992-present), Science and Technology Advisory Committee (2000-2006), and Community Involvement (1996-2000).

Future Phases: Future phases will propose to digitize the EVOSTC Official Record (1991-present), Natural Resource Damage Assessment project data and other EVOS documents housed at ARLIS.

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 3 Proposed Scope: Phase 3 of the project will digitize the files of the Habitat Protection Program (1993-present), Public Advisory Committee (1992-present), Science and Technology Advisory Committee (2000-2006), and Community Involvement (1996-2000). 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 may contain sensitive information pertaining to land parcels, peer review comments, and other confidential information; however, EVOSTC staff use the files to respond to questions pertaining to the EVOSTC restoration program, and electronic files will reduce response time and ensure a complete response.

Habitat Protection Program Files: Volume – 34 boxes, 510 inches, 102,000 pages. This file collection documents the administration of the Habitat Protection Program Housed in four four-drawer file cabinets, this file collection is largely letter- and legal-sized papers in folders or binders, with several oversized maps. Some documents are contained with staples, clips, or rubber bands, and about 5% of the items have comb or glue bindings. The collection contains some handwritten notes.

Public Advisory Committee Files: Volume – 15 boxes, 225 inches, 45,000 pages. These files document the activities of the Public Advisory Committee and its predecessor, the Public Advisory Group. Housed in one four-drawer file cabinet and 10 file boxes, this collection is largely letter-and legal-sized papers in folders, with a few oversized maps. Some documents are

contained with staples, clips or rubber bands, and about 5% of the items have comb or glue bindings. The collection contains some handwritten notes.

Scientific and Technical Advisory Committee Files: Volume – 2 boxes, 30 inches, 6,000 pages. This file collection documents the activities of the Scientific and Technical Advisory Committee. Housed in two file boxes, this file collection is largely letter- and legal-sized papers in folders or binders, with several oversized maps. Some documents are contained with staples, clips, or rubber bands, and about 5% of the items have comb or glue bindings. The collection contains some handwritten notes.

Community Involvement Files: Volume – 9 boxes, 135 inches, 27,000 pages. This file collection documents activities related to Community Involvement efforts. Housed in nine file boxes, this file collection is largely letter- and legal-sized papers in folders or binders. Some documents are contained with staples, clips, or rubber bands, and a few items have comb or glue bindings. The collection contains some handwritten notes.

Total: 60 boxes, 900 inches, 180,000 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 via the UAA courier.

EVOSTC staff will:

- Provide ARLIS with instructions as needed, including guidance on file names.
- 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 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 bindings.
- Scan each file into a separate electronic file, including all file folder contents, post-it notes, and the folder itself, if there notes written on it or fastened to it.

- 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 provides for ease of identification.
- Create metadata for handwritten documents, as needed.
- Provide quality assurance by reviewing each file for image quality and OCR.
- Re-fasten each document to pre-scanning condition and return to the original folder or binder.
- Return the folders and binders to the appropriate box, in the original order, 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 3 project will be a collection of searchable full-text digital versions of the documents contained in the EVOSTC file collections for the Habitat Protection Program, Public Advisory Committee, Scientific and Technical Advisory Committee and Community Involvement. 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: This project will begin February 1, 2015 and be completed by January 31, 2016.

BUDGET

Staff	Tasks	Cost	Funding
Student labor	Habitat Protection Program Files – 34 boxes – Prep, scan, return documents to pre-scanning condition, QA, create metadata as needed, and file transfer	$325 per box	$11,050
	Public Advisory Committee Files – 15 boxes – Prep, scan, return documents to pre-scanning condition, QA, create metadata as needed, and file transfer		$4,875
	Scientific and Technical Advisory Committee Files – 2 boxes – Prep, scan, return documents to pre-scanning condition, QA, create metadata as needed, and file transfer		$ 650
	Community Involvement Files – 9 boxes – Prep, scan, return documents to pre-scanning condition, QA, create metadata as needed, and file transfer		$ 2,925
Librarian	Oversee the project – 120 hours	$70/hour	$8,400
	Total		$27,900