Reauthorization Request for EVOSTC Document Digitizing Project Funds

Phase 4:
EVOSTC Official Record (1991-Present)

August 18, 2017

The attached proposal was accepted by the EVOSTC in November 2015, authorizing funding for digitization and cataloging of the *Exxon Valdez* Oil Spill Trustee Council Official Record documents. The original RSA provided $57,905 for the project. To date, 75% of the project has been completed, with the remainder of the project in process. It has encountered delays due to vacant positions at ARLIS, as well as unanticipated time needed for document preparation on the part of the EVOSTC Librarian.

Funds remaining equal $12,341.68. They have been extended once, and are not able to be re-extended.

This proposal is to reauthorize the remaining funds to support the work required to complete Phase 4 of the EVOSTC Document Digitizing Project.

Funds would be used to hire one or two Library Technicians to do the scanning necessary to complete this project. Funds are requested to be available beginning December 1, 2017 through the end of FY18. Funds would be used as follows:

685.5 hours of project labor @ $18/hr		$	12,339
9% GA			1,111
Total requested:	**Not to exceed**	**$**	**13,450**

Original Proposal submitted September 2, 2015:

PROPOSAL SUMMARY

In February 2013, the EVOS Trustee Council began a multi-phase project to digitize select EVOSTC files for ease and speed 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 Statements (FEIS) and was completed in December 2013.

Phase 2: Completed: Funded for FY14, this phase addressed a need identified by the National Center for Ecological Analysis and Synthesis (NCEAS) to digitally consolidate project information which could not be completely accommodated in the EVOSTC project database. This included correspondence documenting the administration of projects, letters of support, and publicity as well as project information predating the project database. The EVOSTC Project Files 1991-2009 and the Chief Scientist Files 1992-2002 have been digitized as the first step in consolidating the project information into one location. Additional EVOSTC database work is needed to complete the consolidation.

Phase 3: in progress: This phase was funded in FY15 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)
- Community Involvement (1996-2000)

The project is on schedule to be completed by January 31, 2016.

Phase 4 Proposal: This phase proposes to digitize the EVOSTC Official Record (1991-present), design ARLIS catalog retrieval structure, and create catalog records and finding aids for the file collections that comprise the EVOSTC Official Record.

PROPOSAL DETAILS

Need: Digitization of EVOSTC Official Record files for ease and speed 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 University of Alaska Anchorage. ARLIS is open to the public and also serves the university community, non-profit organizations and the private sector. ARLIS is directed by the ARLIS Management Team, which is responsible to the ARLIS Founders Board. The Board consists of directors 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).

Scope: Phase 4 of the project will digitize the EVOSTC Official Record (1991-present). The final deliverables will be a collection of searchable full-text digital versions of the documents contained in these files, inclusion in the ARLIS catalog, and finding aids indexing the file collections within the EVOSTC Official Record. The digitized documents will be provided to the EVOSTC office to be added to the intranet by EVOSTC staff or associated IT staff. The digitized documents and finding aids will support EVOSTC staff in responding to questions pertaining to the Official Record; electronic files will reduce response time and ensure a complete response. The documents will be indexed in the ARLIS catalog, and will be ready to link to the ARLIS website and catalog for public availability. The linking of selected file collections via the ARLIS website and catalog is planned for Phase 5 of the EVOSTC Document Digitizing Project.

EVOSTC Official Record (1991-present): Volume – 107 boxes; 1600 inches; 320,000 pages.

The EVOSTC Official Record Files document the Trustee Council decision-making process. Comprised of 26 discrete categories of record types, and housed in twelve four-drawer file cabinets and several boxes, this file collection is largely letter- 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 items and notes, oversize documents, postcards and newspaper pages.

Process: Scanning will be performed 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 input as specified 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 in batches via the UAA courier.
- Unbox and re-file the documents after scanning.
- After delivery of the digital documents, work with EVOSTC IT staff to add the files to the EVOSTC intranet.

ARLIS staff will:.

- Design cataloging structure appropriate to the EVOSTC Official Record; create catalog records for each file collection
- Create finding aids for ease of use in locating needed records.
- Prepare the documents for scanning, including removing staples, other fasteners, and/or bindings.
- Scan each file into a separate electronic file, including all file folder contents, post-it notes, and the folder itself, if there are 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 via a specified naming convention that identifies the file collection and provides for ease of retrieval.
- 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 and return the boxes to the EVOSTC office via the UAA courier.
- Deliver the digital documents to the EVOSTC office.

Final Deliverables: The final deliverables of Phase 4 of the EVOSTC Document Digitizing Project will be a collection of searchable full-text digital versions of the documents contained in the EVOSTC Official Record. The digitized documents will be provided to the EVOSTC office for addition to the intranet and website by EVOSTC staff or associated IT staff. Digitized documents will be indexed in the ARLIS catalog as 26 discrete file collection series, and will be held on the document servers as part of the ARLIS collection for public availability.

Timeline: This project will begin February 1, 2016 and be completed by January 31, 2017. Future phases will include scanning of continuing Official Record documents to maintain currency of the collection, and web linkage of documents for public access.

Budget:

Staffing	Tasks	Cost	Funding
Project labor	EVOSTC Official Record—107 boxes—Prep, scan, return documents to pre-scanning condition, QA, create metadata as needed, and collection transfers	$325 per box (includes support services and supplies)	$34,775
Librarians	Technical Services—Project Supervision/Cataloging oversight—214 hours Cataloger – Index/Create catalog records—120 hours	$75/hour $59/hour	$16,050 $7,080
	Total		**$57,905**