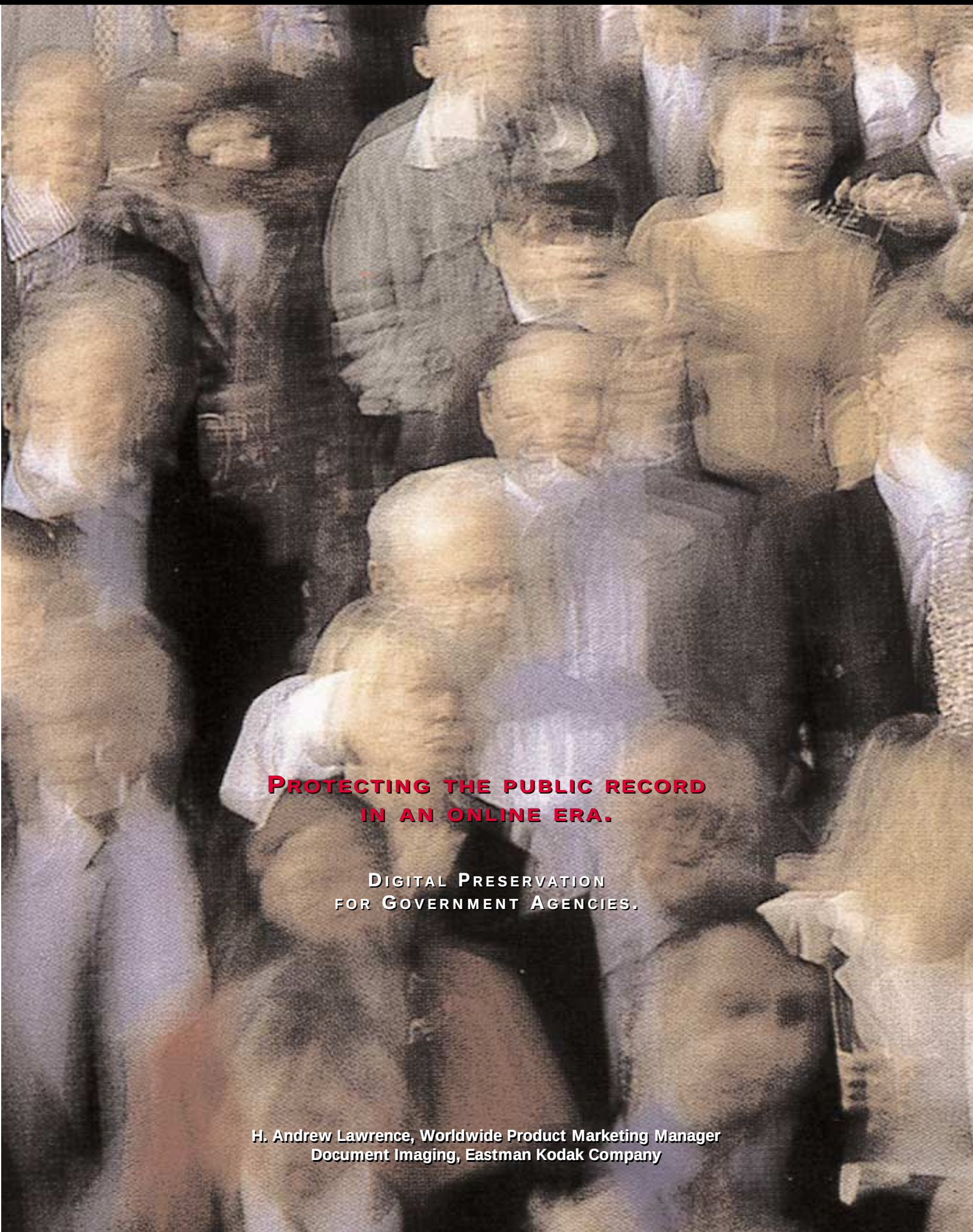


Protecting the public record in an online era.

Digital Preservation for Government Agencies.

H. Andrew Lawrence, Worldwide Product Marketing Manager
Document Imaging, Eastman Kodak Company

Digital Preservation for Government Agencies.

Positive reports from the Digital Preservation frontier.

In a 2000 survey, Kodak asked customers with Document Archive Writers to compare electronic microimaging to their former microfilming process.

Microfilm is the only permanent record available, but we also wanted imaging for our staff and the public. [Switching to] the Archive Writer [delivered] a $10,000 per year savings.

…reduction from about $.25/page to $.02/page.

...cut filming time down to 20 to 30 minutes compared to 3 to 4 hours, giving employees more time for other projects.

[We are] able to return documents sooner – 2-4 weeks instead of 6-8 weeks.

Cost-effective way to move information from jukebox platter to film for archival keeping and security.

Less wear and tear on physical documents.

…the most automated way to create microfilm.

Anyone whose mission includes the management of public records bears a weighty responsibility. Permanent proof of legally-binding transactions is fundamental to the rule of law that anchors our society. Among other things, public records establish ownership, demonstrate regulatory compliance, and document court and legislative proceedings. Your constituency expects you to keep these records forever, and make them available upon demand. And you are charged with fulfilling this mission while spending a minimum of tax dollars.

When safekeeping and service collide.

Today this mission is complicated by an apparent divergence in technologies. Microfilm has been the archival medium of choice for decades. However, it does not provide the immediacy of online access.

Electronic imaging and database systems have become the preferred vehicles for supporting public and departmental access to information. But digital technology's ability to deliver archival retention is problematic.

The fragility of digital records.

Tape and disc media age and become unreadable. Backwards compatibility fades through successive upgrades of software applications, operating systems, and drive technology. Some laws have been enacted authorizing the use of digital media for retention. However, the cost of meeting the required refresh rates or migrating digital files through successive generations places a burdensome drain on resources that might better be used to serve constituents.

Assured survival

A convergent path to meeting your mandates.

At one time, an agency's only sure option was to scan ***and*** microfilm paper documents, a duplication of labor and a logistical challenge.

Recently, Kodak developed a Digital Preservation Strategy that marries the strengths of analog and digital technologies. An electronic process is used to output digital documents on microfilm as analog images. Once this is done, the digital files – whether captured by scanners or produced by desktop applications – can be purged or allowed to expire without fear of loss.

The public obtains near-term accessibility, records receive long-term archiving, and microfilm production is automated, conserving funds and freeing staff to perform other duties. It also gives you a future strategy for preserving born-digital files as your mission expands.

Forever can begin today.

Clearly, Digital Preservation is an important initiative for any public entity whose mission includes maintaining the long-term integrity and accessibility of information.

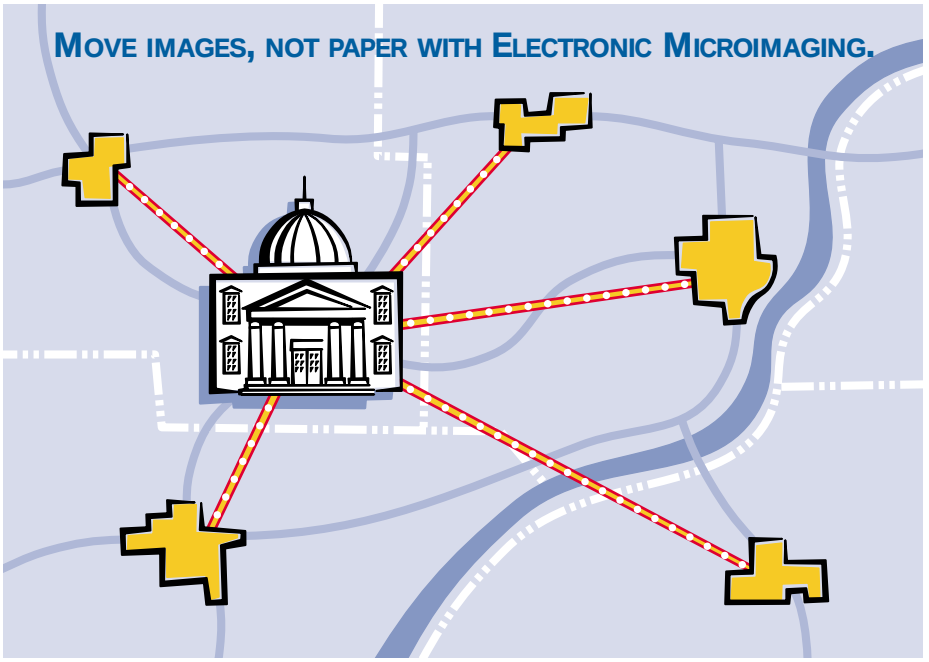
For those with imaging systems, electronic microimaging leverages existing assets to replace a paper-based workflow branch with a digital pipeline that can be networked with multiple sites.

For microfilm-only agencies, the use of scanners and capture software vastly improves microfilm quality. It also provides a front end for a range of digital options, including image distribution on searchable CDs, or porting to an electronic document management system.

In either case, Digital Preservation is a cost-effective platform that can be implemented today.

Achieve your goals for access and archival keeping with a sustainable Digital Preservation Strategy designed for today – and for tomorrow.

Digital Preservation.
Profound impact from a relatively simple change.



Networked file transfer enables agencies to distribute image capture across offices or cities. Documents can be stored, backed up, and archived at a central facility without additional handling or transport for economy of scale and labor savings.

Digital Preservation is a strategy that agencies can embrace today, without changing the fundamental way in which they manage documents. Dozens of government offices have already implemented preservation platforms that leverage installed systems with the addition of Integrated Imaging technology from Kodak. Essentially, it's a digital upgrade to established film output processes, with minimal disruption and added economies of scale. This move can also enhance service levels and improve microfilm image quality.

Step One:
retire the microfilmer.

Prior to Integrated Imaging, many agencies were capturing documents twice. They scanned them into their electronic imaging systems and then later microfilmed them for archival storage and delivery to customers who purchase duplicate rolls, such as land title companies.

Kodak provides an alternative process that's been tagged "electronic microimaging." Image capture is a one-step process, managed at the scanner(s). Software then routes the scanned documents according to rules set by the agency. Permanent analog copies are produced on ISO/ANSI standard KODAK Archival Storage Media by a KODAK DIGITAL SCIENCE® Document Archive Writer. A corresponding online Preservation Index provides a searchable record of the images' locations on the film.

Benefit: Handling documents once for image capture streamlines the process, reducing labor. It also allows documents to be destroyed, vaulted, or returned sooner to minimize on-site paper storage.

Step Two: produce "perfect" digital film.

The benefits of Electronic Microimaging extend beyond the reduction of paper handling, however. Better quality film can be produced more quickly, with less human involvement. That's because as images come from scanners, image capture software can automatically rotate and straighten images, while cropping or removing back borders. Images can be soft-proofed and enhanced on screen, or reordered, cut-and-pasted between batches, and indexed. Bar coding and OCR can support indexing and data entry. Files can be sorted by transaction, file number, customer, or other key fields, so that associated images are written together. The end product is an optimized roll of digital film, packed with retrievable, readable images of consistent contrast and orientation.

Benefit: Using a digital process to produce analog copies of documents improves image quality while minimizing operator intervention, thereby consuming less staff time.

Step Three: do more digitally.

This same output platform can be used to preserve digital documents from other applications as traditional paper-based processes move to computer platforms. Writable images are easily produced by sending data files through software conversion utilities. Examples of emerging applications include minutes of meetings, email memoranda, budgets, payroll records, tax records, vital statistics, land title documents, and court proceedings, among others.

This capability equips forward-looking agencies to manage the preservation requirements of an ever-increasing load of digital input while negating the problems of media migration. The use of digital film in ISO/ANSI format with image marks facilitates online access to archived images using computer-driven retrieval software or manual retrieval via KODAK DIGITAL SCIENCE Intelligent Microimage Scanners.

Benefit: Agencies that use Integrated Imaging technology from Kodak are positioned strategically to serve a growing need to archive digital information. They can demonstrate fiscal responsibility and stay ahead of this expanding mission by leveraging an installed technology base.

From paper to digital to film and back again.

How Integrated Imaging technology from Kodak delivers a complete cycle of Digital Preservation.

Document scanners: convert physical documents to digital images

Image capture software: straightens, crops, edits, and enhances images, allows for "soft" QC/QA

Imaging system cache and removable media: provide online accessibility to document images

Optional utility software: converts non-image documents (i.e., PDF and PostScript) to images

Archive Writer Interface Software: manages a logically ordered flow of images for output

Document Archive Writer: outputs film images and a Preservation Index file

Archive Storage Media: supports permanent image retention with consistent, excellent image quality

Intelligent Microimage Scanners: convert film images to digital images for reintroduction into imaging system, printing, or faxing

Digital Preservation made easy by Kodak.

Everything you need to begin preserving digital documents exists today, based on Integrated Imaging Products from Kodak. At the front end, high-quality scanners, document management system interfaces, and software utilities can export various input formats to the Document Archive Writer. At the back end, Intelligent Microimage Scanners can quickly redigitize the documents when required. You can have a complete Digital Preservation cycle that's practically turnkey while meeting your mandates for survivability, quality, service, and fiscal responsibility.

To learn more, contact your Authorized Reseller of KODAK Document Imaging Products, visit www.kodak.com/go/integratedimaging or www.digitalpreservation.org, or call 1-800-243-8811.

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DOCUMENT IMAGING

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