



FEDERAL RECORDS CENTERS
of the National Archives and Records Administration

New FRC Digital Service Offerings

RACO West 2007 Conference

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Federal Record Center program



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New FRC Digital Service Offerings

■ SmartScan

- Available currently at limited Federal Record Center's
- Full roll-out Oct 2007

■ Digital Conversion Service

- Available currently at NPRC
- Roll-Out to two (2) additional centers in FY 08



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SmartScan

■ Overview of Service

- On Demand Scanning of 50 pages or less for FRC document requests
- Document Preparation
- Capture paper documents to digital formats
- Quality Control
- Delivery of Captured output through E-Mail, or other methods



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SmartScan

■ **Pilot Programs – Fort Worth and Atlanta**

- Successful pilot programs were run that provided proof of concept that SmartScan could be deployed easily and provide the FRC program an additional profitable, value added service offering

■ **DCS IPT Team assembled – Aug 2006**

- The Digital Conversion Services IP Team (DCS IPT) consisted of 8 NARA employee's, selected to research and recommend the COTS (Commercial Off the Shelf) hardware and software solution The solution would provide the FRC program with the ability to deliver public and agency document requests (50 pages or less) via e-mail, or other e-delivery methods



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SmartScan

- **Requirements developed – Oct 2006**
 - DCS IPT team gathered and developed the requirements through group discussions and consultant research previously performed (IMTAS reports)

- **COTS Product research – Nov 2006**
 - DCS IPT team performed market research on available COTS solutions using various approaches and evaluated the COTS products against the SmartScan requirements defined (Gartner reports, Demonstrations, Internet and our FRC Pilot Programs)



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SmartScan

- **Recommendation delivered– Jan 2007**
 - DCS IPT team summarized market studies and COTS product selection into the *SmartScan Software & Hardware Evaluation Report*, and delivered to FRC National Director
- **Acquisition – May 2007**
 - Selected COTS hardware and software were acquired and shipped to targeted FRC locations
- **SOP and Training – Sept 2007**
 - Standard Operating Procedures and Training materials developed and distributed to all FRC locations



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SmartScan

- **Available Nationwide – Oct 2007**
 - All FRC locations have ability to provide SmartScan service offering



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Digital Conversion Service

■ Overview of Service

- Bulk Scanning/Back-File conversion
- Document Preparation
- Capture paper documents to digital formats
- Quality Control
- Intelligent Document Recognition/Forms Identification
- OCR capabilities for automated metadata/index capture
- Hand-Written Index/Metadata capture
- Validation/Verification of captured information
- Delivery of Captured information through various capabilities
- Future Archival reformatting (Output meets Archival requirements)

*** Requires specialty scanners, which can be acquired for projects and holding maintenance training from Archival Preservation program*



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Digital Conversion Service

- **Pilot Program – NPRC St Louis**
 - eOPF Pilot Agency converted - NARA Official Personnel File's (OPFs)
- **DCS IPT Team assembled – Jan 2007**
 - Digital Conversion Services IP Team (DCS IPT) consisted of the same NARA employee's selected for SmartScan research and recommendation.
 - Solution would provide the FRC program with the ability to provide to government agencies, and possibly the public sector with high volume Production Scanning, paper conversion services.



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Digital Conversion Service

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Digital Conversion Service

- **Requirements developed – Jan 2007**
 - The team gathered and developed the requirements through group discussions and consultant research previously performed. (IMTAS reports)

- **COTS Research – Feb 2007 – Jun 2007**
 - The DCS IPT team performed market research on available COTS solutions using various approaches and evaluated the COTS products against the Production Scan requirements defined. (Gartner reports, Demonstrations, Internet and our NPRC Pilot Program)



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Digital Conversion Service

- **Recommendation delivered– Aug 2007**
 - DCS IPT team summarized market studies and COTS product selection into the *Production Scan Software & Hardware Evaluation Report*, and delivered to FRC National Director
- **Short Term**
 - Contracting and Acquisition process
 - Roll-Out to two (2) additional Centers (Ft Worth, TX and Perris, CA)
- **Long Term**
 - Roll-Out to three (3) additional Centers annually
 - Develop centralized processing approach (Distributed processing)
 - Web Portal application (Customer document storage and retrieval access)



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Digital Conversion Service

■ Current FRC Projects

- OPM eOPF Government Agencies conversion projects (NPRC)
- NARA Day-Forward eOPF conversion services (NPRC)

■ Potential FRC Projects

- HUD Single-Family Loans conversion proposal (Perris CA, Philadelphia, Atlanta, Denver)
- Microfilm conversion (multiple opportunities)
- Aperture Cards conversion (multiple opportunities)
- SF135 Document Conversion proposal
- Additional projects? Find out.....



Digital Conversion Service

■ NPRC Pilot Program – Background

- EHRI (Electronic Human Resources Initiative)
- OPM contracted Northrup-Grumman on the development of the Electronic Official Personnel File system (eOPF system)
- The eOPF system is maintained and located at the National Business Center in Denver, Colorado
- NPRC and Northrup-Grumman provided sub-contractors, perform the conversion of paper OPFs to electronic format and delivery to eOPF system
- After the conversion, delivery and verification, the paper OPFs are shipped to NPRC for final storage and disposition
- MOU signed between NPRC and OPM to provide Digital Conversion Services for Government agencies converting their paper Official Personnel File's (OPFs)



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EHRI – OPM eOPF system

- **OPM developed the eOPF Metadata requirements**
 - SSN, Form Number, Form Type, Effective Date, NOA Codes, Document Source Side, Document Destination Side, DocGUID (Unique document), Document Creation Date, Conversion Vendor
- **Electronic Format selected**
 - PDF
 - 300 DPI
 - Following the Textual documents Digital Format guidance for ERA acceptance
- **Media storage**
 - Electronic data is stored on Server's located at the National Business Center
 - Electronic data could eventually migrate to the ERA system if determined permanent record
- **Disposition of Source Documents**
 - Source documents will be stored at NPRC according to records schedule
- **HR Office's benefits**
 - Recognized increase office space and greater flexibilities working with OPFs
- **Record Schedules**
 - Official Personnel Files are currently under discussions and revision, but final determinations have not been solidified



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Thank you!

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