



**PROTECTING THE PUBLIC RECORD
IN AN ONLINE ERA.**

**IMPLEMENTING REFERENCE ARCHIVES FOR
GOVERNMENT AGENCIES.**

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MEET YOUR EXPANDING CHALLENGES WITH A REFERENCE ARCHIVE.

POSITIVE REPORTS FROM THE REFERENCE ARCHIVE FRONTIER.

Here's how customers of Kodak compare digital film writing to their former microfilming processes.

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. The survival of such documents is fundamental to the rule of law that anchors our society. Among other things, they are the proofs that establish ownership, demonstrate regulatory compliance, and document court and legislative proceedings. The public 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. Meanwhile, email and online forms add to the burden of activities that must be recorded. But digital technology's ability to deliver archival retention is problematic.

THE FRAGILITY OF DIGITAL RECORDS.

Tape and disc media age and become unreadable. Servers are subject to periodic purging. Backups can be misplaced or erased. 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.

Better quality
service

A CONVERGENT PATH TO MEETING YOUR MANDATES.

At some point in the last century, agencies made the transition from paper to microfilm. Later, many agencies started scanning documents to provide on-line access. Today, agencies are also being asked to archive born-digital documents, such as forms and email.

Kodak has developed a strategy for storing all of these inputs, called the Reference Archive. Here documents, regardless of source, are kept in analog format on microfilm, protected from alteration or loss. The records are available for immediate verification of transactions and legal ruling by scanning the microfilm back to your electronic systems. And because the Archival Media used has a life expectancy of 500 years (when processed and stored properly), the Reference Archive meets the requirements for long-term safekeeping.

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. The Reference Archive process is automated, conserving funds and freeing staff to perform other duties.

FOREVER CAN BEGIN TODAY.

Clearly, a Reference Archive is an important opportunity for any public entity whose mission includes maintaining the long-term integrity and accessibility of information.

For microfilm-only agencies, the use of scanners and writing to Archival Media 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.

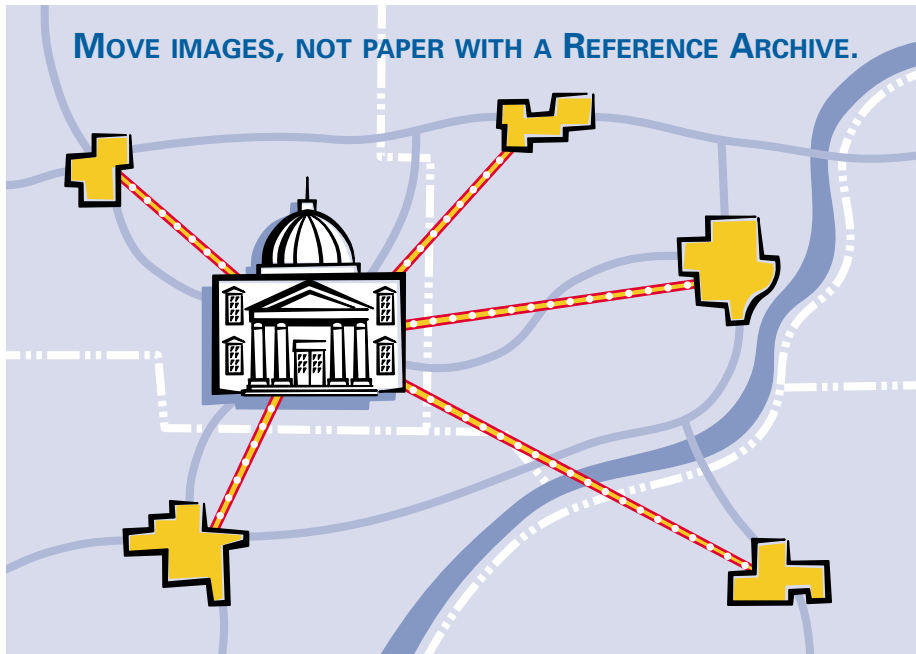
The Reference Archive leverages existing imaging system assets to replace a branched paper-based scanning and filming workflow with a digital-only capture pipeline that can be networked with multiple sites. And digital documents—such as reports, spreadsheets, memos, emails, forms, etc.—can be sent to the Reference Archive system for capture without ever going to paper.

In any case, the Reference Archive is a cost-effective solution that can be implemented today.

**ACHIEVE YOUR GOALS FOR ACCESS
AND ARCHIVAL KEEPING WITH SUSTAINABLE
REFERENCE ARCHIVE STORAGE
DESIGNED FOR TODAY—AND FOR TOMORROW.**



ELECTRONIC MICROIMAGING AND THE REFERENCE ARCHIVE. PROFOUND IMPROVEMENTS 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.

Reference archiving is a process that agencies can embrace today, without changing the fundamental way in which they manage documents. Dozens of government offices have already implemented platforms that leverage installed systems with the addition of digital film writing 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 digital film writing, 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 has enabled 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 Reference Archive Media by a KODAK i9600 Series Writer. The system maintains a searchable index to provide access to the images locally and through Enterprise applications.

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

STEP TWO: **PRODUCE "PERFECT" DIGITAL FILM.**

Electronic microimaging can produce better quality film more quickly, and 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.

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**STEP THREE:
DO MORE DIGITALLY.**

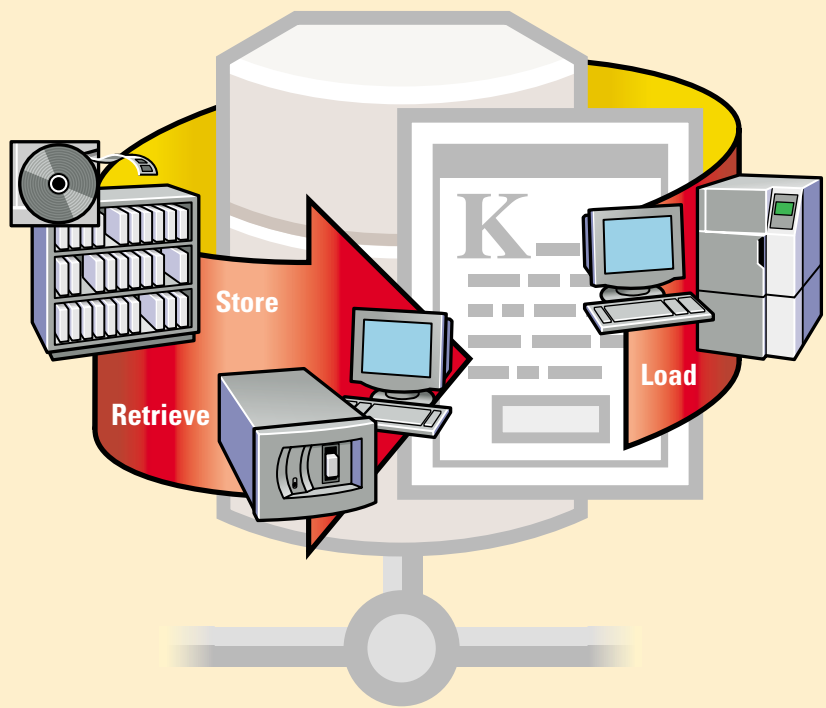
As noted, this same output platform can be used to preserve digital documents from other applications as traditional paper-based processes move to computer platforms. Writable images are easily produced by sending data files through software conversion utilities.

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 i7300 Scanners.

Benefit: agencies that implement the Reference Archive strategy are positioned 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.

**THE ARCHIVE THAT TAKES RECORDS FROM
DIGITAL TO FILM AND BACK AGAIN**



Reference Archive

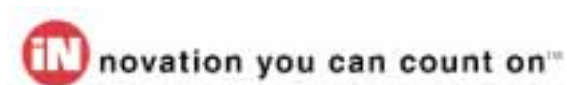
A Reference Archive system accepts input from host systems as digital document images. It renders these as unalterable analog images that present data in the context of application-specific formats. This analog record may be redigitized and served back to the host on demand to provide immediate validation, permanent legal evidence, and a foundation for deep disaster recovery.

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BUILD YOUR REFERENCE ARCHIVE WITH KODAK.

Everything you need to begin archiving digital documents exists today, based on products from Kodak. At the front end, high-quality scanners, document management system interfaces, and software utilities can export various input formats from virtually anywhere on your network to KODAK i9600 Series Writers. At the back end, KODAK i7300 Scanners can quickly redigitize the documents when required. You can have a complete capture-storage-retrieval 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 call 1-800-243-8811.



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**COMMERCIAL
IMAGING**

