Topic: Scanning Microfilm/Microfiche to Digital Format

Question by: Mandy Harlan

Jurisdiction: Louisiana

Date: October 4, 2013

Jurisdiction	Question(s)
	Which scanner do you use to scan microfilm/microfiche to a digital format? What software is used to edit or clean the image?
Manitoba	
Corporations Canada	
Alabama	
Alaska	
Arizona	
Arkansas	
California	
Colorado	
Connecticut	
Delaware	
District of Columbia	
Florida	
Georgia	
Hawaii	
Idaho	
Illinois	
Indiana	
Iowa	

Jurisdiction	Question(s)
	Which scanner do you use to scan microfilm/microfiche to a digital format? What software is used to edit or clean the image?
Kansas	We had microfilm at the time, but we still had paper in the archives. It was much cheaper to stick labels on the paper and scan the originals. The labels were printed in the same order as the paper was stored and had enough information to auto-index the image. The process was done by summer students over a few months. It was relatively painless.
Kentucky	
Louisiana	
Maine	
Maryland	
Massachusetts	
Michigan	
Minnesota	
Mississippi	
Missouri	
Montana	Montana is currently starting a project to scan all of our paper files into digital format, but we are not converting any microfiche or microfilm at this time. The software we are using is provided by the contractor, then uploaded onto the state's own retention system called File-Net.
Nebraska	
Nevada	Nevada converted its microfilm to digital back to 1985 or so a number of years ago in preparation for 2005 system upgrades. Our state micrographics division did the work but I am sure the technology used at that time is no longer relevant. Since 2005 we have scanned all documents into workflow at the time they are received in our mailroom. We still use @work for the workflow and FileNet for electronic document management. Most of our scanners are medium duty Canon scanners, with a couple of Kodak workhorses that have been around since 2005. Nevada's current long-term storage medium is still microfilm, so now we convert the electronic records to filmed images.
New Hampshire	
New Jersey	
New Mexico	
New York	

Jurisdiction	Question(s)
	Which scanner do you use to scan microfilm/microfiche to a digital format? What software is used to edit or clean the image?
North Carolina	Mandy, North Carolina is not doing this. We are pulling the documents and imaging as they are requested.
North Dakota	
Ohio	
Oklahoma	
Oregon	
Pennsylvania	
Rhode Island	
South Carolina	
South Dakota	
Tennessee	
Texas	
Utah	We used Utah Correctional Industries (our prison folks - at least they rarely call in sick!) to do microfilm/microfiche to digital...but that got expensive, so we asked our Archives/Records center and they were able to do that. Utah's Archive Division uses the same Mekel hardware and software as Washington State.
Vermont	
Virginia	

Jurisdiction	Question(s)
	Which scanner do you use to scan microfilm/microfiche to a digital format? What software is used to edit or clean the image?
Washington	Here is a snapshot of what we are doing in Washington State. The equipment is listed below. So far we have completed scanning 2650 reels of microfilm. We are now doing quality control and indexing of the images. In addition to our current process, our programmers have customizing ideas on how to better ingest/index the images to our current system. Hope this helps, it's a long and tedious process, but ultimately will provide clean and more accessible images for retrieval and archiving. Which scanner do you use to scan microfilm/microfiche to a digital format? Mekel Mach-3 scanners What software is used to edit or clean the image? Mekel's Quantum Scan. We then process the images using Mekel's Quantum Processing.
West Virginia	
Wisconsin	
Wyoming	

Additional comments:

Kathy and any other states that are dealing with immediate electronic archives (Wash?),

We are having an archive project done in Hawaii and since it sounds like you guys already have your docs at the archivists, I had a quick question. Hawaii Bus Reg never asks for but sometimes we get SSN and other private information and to reduce our liability for exposing that info, we redact any that might accidentally slip into our filings before putting the info on the web or making it available for purchase. We also have amendments and corrections to documents so we have a very lively and active live database.

Here's the rub. Archives wants our unredacted unamended versions in practically real time. They say their job is to be a repository for the original filing in its perfect form and we have been ordered to give it to them.

How do you guys deal with this? Do you redact but don't send the redacted to Archives? Do you send all your electronic docs to Archives and also have your own working database? Or does everything go to archives and you have to pull them back to view and amend documents?

Sorry this is a digression from the original topic, but any thoughts from any jurisdictions that have electronic archives and a bus reg database would be most appreciated.

Tung Chan

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In Arizona, we redact SSN and other personal identifying information as long as it is not required to be provided by statute. We scan most of our documents and work from scanned images. The redaction is done only on the scanned image. The paper is not modified, and that is what we store at our State Archives. If we have to produce a certified copy of a document (or a plain copy), we pull it from the scanned image, not from the paper. Later, the scanned images are what will be microfilmed as permanent records, and then the paper is destroyed, which leaves only the redacted version permanently stored.

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Utah sends unredacted original docs but we keep a private and public database if images. Obviously, we only display the redacted images to the public.

Washington State is similar to Arizona regarding producing copies from scanned documents and redacting the scanned image when copy requests are filled.

As for retention, we no longer microfilm the records. We scan them initially when received, then the paper is retained (as presented) at archives based on current retention schedules.

Full text of email:

Good Morning Everyone,

Our office is in the process of upgrading our imaging software and would like to know how other states have handled converting microfilm and microfiche images to a digital format.

Which scanner do you use to scan microfilm/microfiche to a digital format?

What software is used to edit or clean the image?

Thanks in advance for your time and have a great weekend.

Mandy Harlan
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