

DIGITIZING HISTORICAL RECORDS

Avoid the Pitfalls and Perils

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Jurisdiction

Examine issues regarding the implementation of electronic recording, fees or functions of the county clerk involved in the recording of documents, closure of county clerk offices due to an emergency order, natural disaster, or pandemic.

Reference: <u>https://legislature.ky.gov/Committees/Pages/Committee-</u> <u>Details.aspx?CommitteeRSN=391&CommitteeType=Special%20Committee</u>



ABOUT COTT SYSTEMS



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We help government officials

- Preserve
- Protect
- Present official records.

Index to Deeds, Leases, Etc., Rockingham County, VirginiaGRANTORS								1	IJ			
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- Cott is the industry leader in hosted solutions
 - 10+ years since June 2010
 - Zero security breaches

 Managing 143 TB of data and images for 250 County Offices across 22 states



COTT CLOUD

ONLINE INDEX BOOKS

- Host intrusion detection
- Managed firewalls
- Antivirus
- Log analysis
- Physical security Cologix DataCenter
- Digital access security
- Redundant backup systems
 - 160 TB storage for backups
- Layer 7 switches
 - Advanced load balancing and denial of service (DOS) protection









Widespread office closures have brought several things into sharp focus

One of the biggest? GOVERNMENT CANNOT CLOSE

- Local officeholders are being asked to adapt and quickly devise new ways to work and deliver services to citizens
- Safe, remote access to historical records is a high priority



DIGITAL PRESERVATION STRATEGY





- Authenticity and File Integrity of records
- Retain the legal, historical and administrative value of historical records
- Securely maintained and ensure no changes are occurring
- A high standard of preservation.



DIGITIZATION WISH LIST (DAY FORWARD & HISTORICAL)



- Capture and preserve records exactly as they were created
- Offer searchable records online with easy access for the public
- Limit liability risk to the county and personally
- Control access to information public vs. staff views
- Strengthen business continuity and disaster preparedness
- Cost effective use of public funds
- Reduce wear and tear on fragile books
- Convenient desktop access to historical records for staff and your constituents



THINGS TO CONSIDER

Agency size

- Small agency
- Very large agency

Dependence on paper

- Regulatory requirements for paper
- Culture change

Challenges transitioning to electronic recordkeeping

Volume

- High volume of electronic records
- High volume of legacy paper
- Large quantity of systems

Other

- Lack of resources
- Disparate approaches to implementing systems across the county
- Variety of data



Online Index Books

EXAMPLE OF PUBLIC RECORD TYPES



→ Land Records

→ <u>Corporate Records</u>

→ <u>Deeds</u>

- → Fixture & Other UCC Filings
- → Land Use Restrictions
- → <u>Liens</u>
- → <u>Mortgage</u>

→ <u>Plats</u>



And more...Court Documents, Probate, Financials, Commissioners, Sherriff



REINDEXING HISTORICAL RECORDS



Re-typing data into your current land records management software

Expensive

Reading script and interpreting documents is time consuming and laborious

Risky

FALL

- Mistakes and revisionist interpretation open you to legal issues and liability
- Lose the benefit of historical index books, margin notes, etc.

Difficult

Interpreting records and understanding index structures can be extremely difficult

Time Consuming

• It can take years to reindex your historical library



EASY ELECTRONIC ACCESS TO ORIGINAL RECORDS



From July 1, 1943 To DEC. 31, 1960 What if you could use your current paper-based indexing system ONLINE the same way you do in your vault?

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DEEDS AND REALTY MORTGAGES

GRANTOR Index to DEEDS AND REALTY

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OUR PROCESS



Digitizing Official Records

- 1. Preparing records for digitization
- 2. Project management and documentation
- 3. File formats & Index data
- 4. Scanning & Digitization of permanent paper and photographic print records and mixed-media types
- 5. Quality control inspection
- 6. Validation of digitized records and instructions for disposition





ALTERNATIVE TO REINDEXING



Affordable

- Cost effectively expands your remote access offering
- Thousands of dollars less than reindexing

Safer and More Secure

- Capture and preserves indexes and records exactly as they were created
- Reduces liability risk and provides access to the entire record (notes, etc.)

Easy

ADVANTAG

• Leverages your existing indexing system to make records available online

Quick and Convenient

Far less time consuming and labor intensive than reindexing



THREE EASY STEPS





Online Index Books **STEP 2**















THE NUMBERS



	REINDEX	OIB	
Clerk of Court's Office	\$99,300	\$10,062	
County Clerk's Office	\$171,600	\$27,700	
County Recorder's Office	\$535,000	\$143,000	

actual project pricing examples

	REINDEX	OIB
Online Access	Х	Х
Affordability		Х
Less liability		Х
Works with existing scans		Х
Works with existing LRMS	Х	Х







- The most cost effective way to satisfy demand for public records
- Protects your office against liability risk from interpreting and retyping data
- Customized to fit your needs and particular indexing methods
- Hosted in the secure Cott Cloud for maximum security and quick recovery
- Convenient eCommerce public portal for document management
- **You're in control**: decide who views what with user permissions
- Strengthened business continuity and disaster preparedness





QUESTIONS?

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