



# THE RECORDS ROOM

POLICE INFORMATION MANAGEMENT NEWS

## CONVERTING RECORDS: PART II

### TECHNICAL ASPECTS

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PRI MANAGEMENT GROUP

- CAD/RMS project management
- Vendor evaluation
- UCR assessments
- Training
- Records mgmt. projects



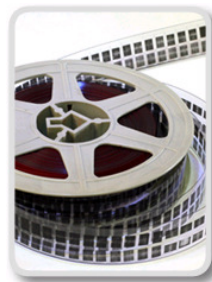
Selected by over 100 companies and government offices, including the Phoenix Police Department.

[www.bmiimaging.com](http://www.bmiimaging.com)

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Ed Claugton

Police Records and Information Management Group



**Part II:** Technically speaking, records conversion projects aren't as difficult as they used to be for those looking to buy a product that is acceptable to state standards. As technology has rapidly progressed, state regulations covering technical scanning specifications have eased some over the last few years— not in number but in content. Many states restricted the type of acceptable file formats to only a few choices. Florida for example used to require images be saved in the TIFF 6.0 format. Now any ISO open standard image format is acceptable. What does this mean for you? While it is necessary to ensure your chosen product is in compliance with state requirements, you don't necessarily need to get bogged down in the complicated technicalities of system specifications. The advancement of

technology is what allows vendors to produce and sell products that are easy to buy— ready to go, off the shelf, in compliance. While it is never recommended to simply take their word for it, reliable and established companies aren't going to sell a product that is knowingly not in compliance with current technology standards. Nonetheless, make sure before you buy. Our partner, BMI Imaging, is one such company that has been reliably used by police departments to convert records and microfilm.

First, determine what type of conversion is best for your documents. Paper records can be imaged and stored on microfilm, CD's, tapes, or on computer hard drives. New technology now allows for the imaging of microfilm which can be stored and retrieved digitally on a computer with ease— a popular choice. Deciding what to convert to should be based on the type of record you are storing, for how long, cost, and the frequency of access. When scanning records you must determine your state's technical specs in order to ensure your hardware/ software meets the requirements. Check online with your state division of library or archive services (see Records Room Jan 2010 for links). Most open standard formats are now acceptable including JPG, TIFF, GIF, and PDF. Dots per inch determine the resolution of the image. Understanding the underlying complicated technicalities of file formats is not necessary for you as the buyer. Proof however that your selected product is in compliance with these standards is. Once your state's requirements are determined, have your prospective vendors provide proof positive of such compliance in writing. Request to see a product demo at another agency and ask around about how it works.

A written conversion process plan should be developed which outlines indexing order and physical preparation of the pages themselves. This is a lengthy and very important process which includes "cleaning" of staples and debris. Also determine if the project will include day forward records only or back-file documents as well (more expensive). Determining attributes, characteristics that determine what constitutes a quality acceptable image, must be done objectively and are usually a part of the overall cost.

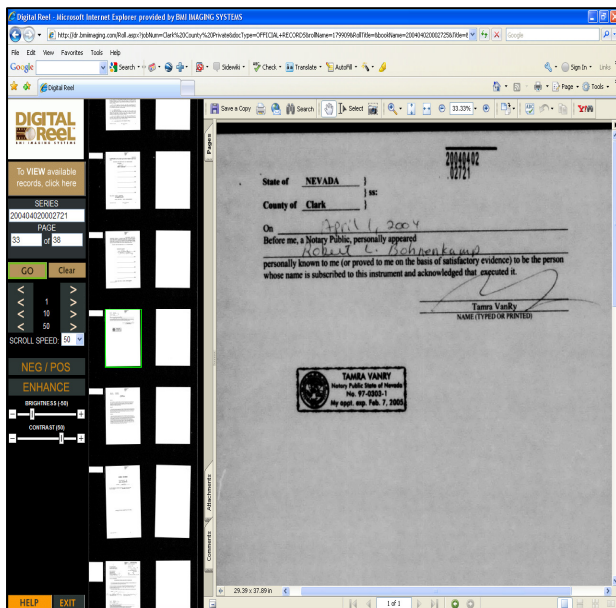
**CONTINUED...**

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MICROFILM CONVERSION SOLUTION



Digital Reel is both a microfilm scanning service and a software application. The Digital Reel microfilm conversion service includes software that enables users to retrieve records from a graphic interface that resembles a digital version of a microfilm reader printer.

- 50% less expensive than standard microfilm conversion methods.
- Conversion Accuracy (the entire roll or card is digitally converted, preventing the loss of images during conversion).
- Enhance the quality of your entire archive with adjustable grayscale .
- Redact sensitive data (permanent and temporary redaction options).

Digital Reel is available as software installed at the organization's site or can be accessed from a workstation with a web browser. In addition, BMI offers Digital Reel as a hosted service - users store their digitally converted images with BMI, accessing their images from the Digital Reel Web interface.

Watch a recorded demo here:

<http://www.bmiimaging.com/Digital-Reel.asp>

Read Phoenix Police Dept. Case Study Here:

<http://www.bmiimaging.com/pdfs/phxpdcasestudy.pdf>

Read San Bernardino Sheriff Press Release Here:

<http://www.bmiimaging.com/SBS-Awards-Digital-Reel-Microfiche-Conversion.asp>



Contact BMI Imaging  
 Brad Penfold  
 (800) 488-3456 ext. 402  
[bpenfold@bmiimaging.com](mailto:bpenfold@bmiimaging.com)  
[www.bmiimaging.com](http://www.bmiimaging.com)

We are providing police records and IT professionals the resources needed in order to save time and money searching for the right product. As law enforcement's premier police information management consultancy dedicated strictly to this field, we are singularly situated as a comprehensive source of reliable products, training, and consulting services.

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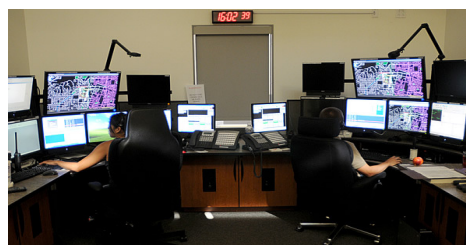
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- CAD/RMS project management
- Vendor evaluation
- UCR/crime stat assistance
- Records unit assessments



- Document conversion
- Code table repairs
- Training
- Consulting

## NEWS

**Crime Stats in the News Again!**

*Dallas Chiefs Differ on How to Count Crime:*

<http://www.officer.com/online/article.jsp?siteSection=1&id=51571>

*Stats Spark Debate in Sheriff's Race:*

<http://www.reflector.com/news/stats-spark-accusations-sheriffs-race-26950>

*Compstat Suspended in Baltimore:*

<http://www.baltimoresun.com/news/maryland/baltimore-city/bal-police-compstat0408.0>

### NIJ Technology Institute for Law Enforcement

<http://www.justnet.org/Pages/RecordView.aspx?itemId=2374>

An annual conference to learn about and share ideas on technology. Tuition is free, paid by DOJ. Register above by June 18, 2010.

## CONTINUED...



Be careful to select only those attributes which are critical to your agency. Examples of attributes include: resolution, legibility, skew, rotation, cropping, borders, and format. For each attribute selected, a level of acceptability must be determined. This is stated as a percentage and the higher the number the greater amount of items that must be inspected within a batch to ensure to their acceptance.

One final important task is to ensure your chosen vendor provides regular software updates without interruption to your operations, provides readily available support for when problems occur, and is able to migrate data as new technologies which are not yet defined are developed.

The next issue of *The Records Room* will cover the purchasing aspect of conversion projects and what you need to do to ensure your interests are protected!

If you need professional assistance with your conversion project, **Police Records and Information Management Group** specializes in information management projects for law enforcement. We ensure your best interests are maintained and allow you to continue your work while we get your project completed. As law enforcement veterans we have worked assignments in police records, I.T., and Communications. Call us for assistance at 305-460-0096. **Brochure:** <http://www.policerecordsmanagement.com/uploads/overview.pdf>



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### STATE BY STATE GUIDELINES FOR MANAGING ELECTRONIC RECORDS

- **Arizona:** [http://www.lib.az.us/records/Standards\\_and\\_Guidelines.cfm](http://www.lib.az.us/records/Standards_and_Guidelines.cfm)
- **Arkansas:** [http://www.dfa.arkansas.gov/offices/intergovernmentalServices/Documents/erecord\\_guidelines.pdf](http://www.dfa.arkansas.gov/offices/intergovernmentalServices/Documents/erecord_guidelines.pdf)
- **California:** <http://www.osp.dgs.ca.gov/recs/erm.htm>
- **Florida:** <http://dhis.dos.state.fl.us/BARM/handbooks/electronic.pdf>
- **Georgia:** [http://www.sos.state.ga.us/archives/pdf/records\\_and\\_information\\_management\\_services/aer.pdf](http://www.sos.state.ga.us/archives/pdf/records_and_information_management_services/aer.pdf)
- **Massachusetts:** <http://www.sec.state.ma.us/arc/arcrmu/rmu/ergde.htm>
- **Minnesota:** <http://www.mnhs.org/preserve/records/electronicrecords.htm>
- **Montana:** [http://www.sos.mt.gov/Records/committees/erim\\_resources/index.asp](http://www.sos.mt.gov/Records/committees/erim_resources/index.asp)
- **North Carolina:** [http://www.ah.dcr.state.nc.us/records/e\\_records/default.htm](http://www.ah.dcr.state.nc.us/records/e_records/default.htm)
- **Ohio:** <http://www.ohiohistory.org/ohiojunction/erc/RMGuide/ERGuidelines.htm>
- **South Carolina:** <http://arm.scdah.sc.gov/erp/>
- **Texas:** <http://www.tsl.state.tx.us/slr/recordspubs/lgbullb.html>

Our consulting practice offers records management and technology solutions designed to help agencies build and maintain efficient and compliant operations. We offer training, consulting, and project management services for agencies that seek to improve their records management functions, keep their crime stats accurate, and implement new technologies. Our personnel have an in-depth understanding of working within public sector environments. Unlike large consulting firms we offer personalized service at a fraction of the cost.

Phone: 305-460-0096

Email: [ed@policerecordsmanagement.com](mailto:ed@policerecordsmanagement.com)

Website: [www.policerecordsmanagement.com](http://www.policerecordsmanagement.com)

- Records management plans
- CAD/RMS Implementations
- IT consulting
- UCR assessments/reports
- Records manuals
- Report writing manuals
- Records mgmt. consulting
- Vendor evaluation

## **T R A I N I N G**

### **Crime Stats & UCR for the Police Executive**

**Miami Gardens PD May 27th, 2010 \$125**

Reading a UCR report is one thing; articulating the numbers to those who ask about them is something entirely different. This class will give you the tools you need to understand, review, and report your crime statistics correctly. Learn why your crime analyst's numbers are always different than Records. Ensure that your agency stays out of the headlines and free of questionable crime reporting.

- Is your agency recording & reporting correctly?
- Difference between UCR and statute based stats
- Reviewing and presenting UCR reports
- Are your officers reporting multiple incident cases correctly
- How are crimes counted?
- How are cases cleared?
- Arrests vs. clearances
- When can you really clear cases exceptionally?
- Learn the most common cause of errors

### **Building a Model Police Records Section**

**Leesburg PD May 19-20th, 2010 \$275**

Designed by police personnel for police personnel. You will learn the latest techniques to help build a top performing records unit, produce accurate information and well written police reports, and provide excellent customer service while complying with UCR regulations and industry standards. Our training is student based, entertaining, and to the point.

- Lower report turnaround time
- Build a records management plan
- How to legally correct reports after the fact
- How to ensure accuracy and UCR compliance
- Florida Chapter 119 public records law
- Conducting research and producing crime stats
- Disposing of records legally and efficiently
- Maximizing the use of technology
- Reviewing and approving reports
- Develop a records unit manual
- Develop a report writing manual
- Develop accountability and performance standards

Register online at [www.policerecordsmanagement.com](http://www.policerecordsmanagement.com)

Pay with credit card OR check to:

**Police Records & Information Management Group**

**PO Box 142151**

**Coral Gables, FL. 33134**

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