

## **Digitization of District Record Room Documents and uploading at WBDMS At SDC**

### **1.0 Introduction**

We have already implemented Centralized Secure, Web based, Document Management & Archival System (DMAS) at the State Data Centre (SDC) for the State Govt., under project awarded by Dept. of Information Technology and Electronics, Govt. of W.B. This centralized infrastructure has been established to accommodate documents of all Districts/Departments of the State Government.

**Centralized Web-based Document Management System was inaugurated by honorable Chief Minister of West Bengal at Darjeeling on 29.01.13.**

DMAS has been set up to track and store images of paper documents and electronic documents, and it is also designed to manage the creation, storage, retrieval and publishing of documents. DMS has a centralized repository that is used to manage the storage of any type of information that could be of value to the Govt and protect the same against loss.

Work of Digitization of Darjeeling District Collectorate Record Room has been completed. Presently work is in progress at Howrah, Hooghly, Burdwan, Nadia, Coochbihar, Jalpaiguri, Malda, Birbhum and Purulia District Collectorate Record Rooms.

The common infrastructure at SDC has been set up to accommodate documents of all Districts and Departments of the State.

The present initiative envisages Digitization of Record Room documents and uploading the same for all the Districts and Departments in phased manner.

The database contains the Scanned images of documents along with metadata (indexing) information. The users shall have different levels of access to the documents through internet and LAN by their IDs and passwords. The users shall be able to search the documents using the index information.

Archive paper documents like cs-khatiyans, letters, memo, circulars, GO's, Maps, service records, files, birth / death records, registers, etc of various sizes A4, Legal size, A3 A2, A1, and A0 shall be scanned and digitized .

### **2.0 Document Management System Features**

Document Management solution is based on Open Source Technology (Alfresco) and the database is MySQL. The Operating System is Linux.

The image files (in standard formats JPEG/TIFF/PDF etc) shall be compressed 50 – 60% for mono / color / grey scale retaining searchability, good view and printability. Metadata / indexing information for documents includes information like, subject, file no, date, department, authority, etc. The system has the capability of

optical character recognition of printed text and full text searching facility. The system has capability to import other file formats like xls, doc, pdf etc.

The system accommodates multiple Districts / Departments, each with unique indexing requirements. System allows navigational security, with multiple layers of user definable security to limit access at department, user, system, function, and file levels. The viewing of the PDFs on Internet and Intranet is secure and a PDF document when opened in any browser is viewed as flash files with download/save disabled.

Scanning includes an audit process to date/time/user stamp the scanned files. Audit trail shall record which and when records were accessed and by which user id. The system has the ability to specify the routing of imaged documents from creation, approving uploading and editing activities.

### 3.0 Scanning Process

- Collection of physical documents from the record rooms and the individual departments
- **Pre-scanning preparation** - Removal of pins, threads, rubber bands etc. Sorting of pages in the document in the correct order. Special preparation of documents that may not be in a good physical condition and may not be directly scannable.
- **Scanning and indexing** - The documents that have been preprocessed would have to be scanned. The page size of the documents can be A5 (Legal Size), A4, A3, A2, A1 and A0. Further, the documents could be in the form of individual pages or books. Different types of scanners shall be deployed. Scanning shall be done at 200 to 600 dpi. After scanning, the documents would have to be indexed. Indexing is to be done by attaching metadata tags to each of the documents.
- **Backup** – Take backup of incremental data at the end of the day. The backup shall be taken on a hard disk drive and shall be stored in a secured place for data retrieval during emergency.
- **Handover of documents** - After scanning and indexing, the documents would have to be handed over to the department concerned in their original condition.

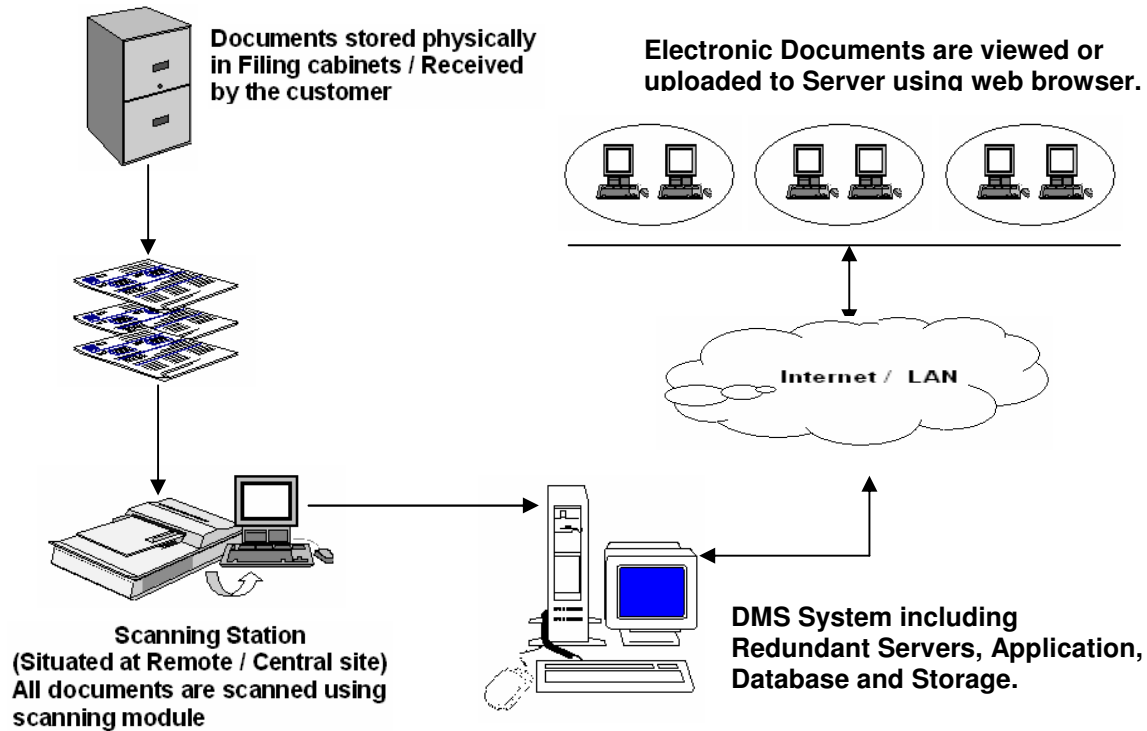
### 4.0 Project Implementation

Scanning, indexing, and uploading through managed service (no capex); expenditure as per rates of different sizes of documents and maps for the required quantity.

Webel Mediatronics Limited brings Scanners / computers at the Record Room for scanning / indexing /uploading work and take the equipment back after work is complete.

Officers and Staff at the District Office are being given training on the System for the entire work process for their day to day usage.

## DMS ARCHITECTURE



## SCANNING & INDEXING WORK FLOW

