

**DISCUSSION BRIEF
EDMS CONFERENCE CALL
Wednesday, October 16, 2002**

In Attendance:

**Sheri Newman
Rick Rager
Boyd Johnson
Bob Brunfield**

**Maureen Haggerty
Ted Wilson
Pam Pucetas**

Randy Kennedy (for Daniel Edwards)

1. The call was devoted to discussing the different options discussed in the previous meeting. Out of the five options presented, two were discussed in more detail. Option #1 was the "localized" option in which the court purchases or leases EDM software, scanning station(s), in-house server, LAN upgrades, implementation, training, additional services, in-house technical support. All images are stored and maintained locally. Option #2 is a "hybrid" solution which entails local processes and centralized data. Upfront purchase or lease of EDM software, scanning station(s), implementation, training; all documents scanned by courts (locally) and data is stored in central repository managed by vendor; AOC would only be involved in managing network access to AZTEC and facilitating purchase agreement. The relationship would be between court and vendor.
2. During the last two conference calls, the advantages and disadvantages were discussed for both options and are summarized as follows:

Option #1 Local (data & processing)

Advantages:

- Official court records maintained at the local level
- Maintains the "tradition" of housing records at court
- Court owns hardware/software as a one-time, up-front procurement cost (capital expenditure)
- Court leases hardware/software for 4-5 years and has a monthly payment (operating expense) with reduced up-front costs (terms to be worked out with Vendor)
- Flexible, scalable to add additional functions, storage capacity, workstations
- No reliance on external network/telecom infrastructure and bandwidth required to push/pull electronic documents housed outside local boundaries.

Disadvantages:

- Upfront costs: hardware(scanning workstations, server)/core applications for courts imaging >300,000 pages per year averages \$80,000-\$130,000
- Some need to scale down options and services to fit funding. Such options and services would web services, limited disaster recovery options or redundant storage options (i.e. optical storage)
- Annual maintenance costs on Highland Software 18% of list for OnBase; KoFax is 5% one-time charge with no annual maintenance cost; optional hardware (i.e. optical jutebox, sw, diskextender) could be 10-12,000/yr maintenance
- Technical resources to maintain/administer the local area network and the EDMS server are limited.
- Smaller courts could not take advantage of electronic document imaging "locally" due to lack of funding and technical expertise.

Option #2: Hybrid Solution

Advantages:

- Direct cost savings with reduced initial investment by leasing the solution from the vendor
- No need for additional technical staffing and training
- All add-on options and services available vs. what court is able to afford (disaster recovery, optical storage, web access....)
- Experienced WAVE Imaging professionals dedicated to task of maintaining the system
- Responsive, professional support from Vendor
- Automatic, timely preventative maintenance and upgrades without additional maintenance costs to the courts
- Vendor provides the latest in fault tolerant and resilient technologies (redundancy in power supply, network interface, UPS power generators, data backup and restoration)
- Upcoming web services for public access to court documents: service available to all subscribers, security for what data is posted on web—controlling access to the public
- Public access impact on AJIN network minimal.

Disadvantages:

- Official court record not stored locally.
 - Bandwidth and telecommunications network required to push/pull documents housed at the central location
 - Local cache server option in conjunction with Option 2 (immediate access to selected files) not explored; perhaps too costly
3. Statute 12-282 regarding the “custody” of official record was brought up by Boyd Johnson as a concern when considering Option 2.
 4. Sheri summarized saying she felt that there was consensus for Option #1. A recommendation needs to be crafted that will document standard operational and maintenance procedures.
 5. Randy Kennedy of Scottsdale requested that an open source call to accommodate other EDMS software solutions be explored.

END