



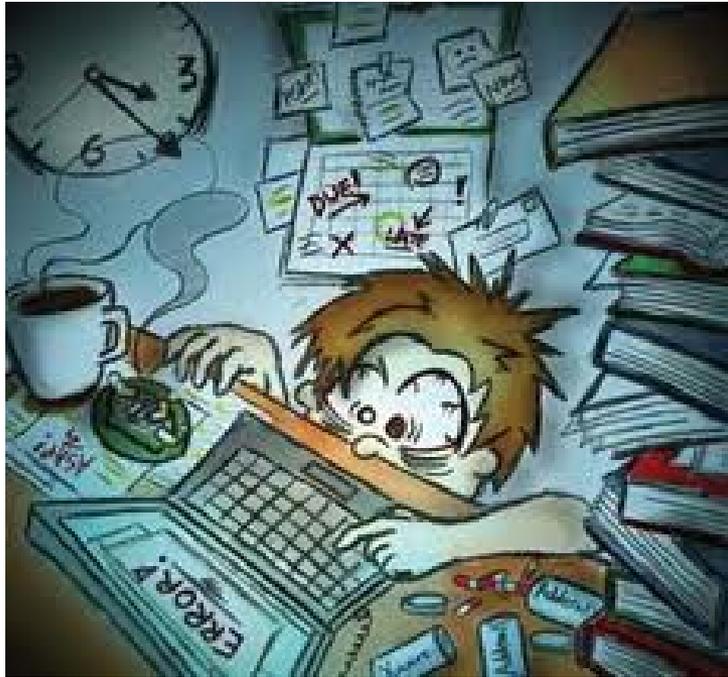
Illinois Prisoner Review Board & Central Management Services

2012 Digitalization
Progression

Past, Present and Future

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Review Board

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Buried in files, phone calls, deadlines and never enough time in the day to finish a task let alone complete one.

Overview

- The agency began looking at trying to approach the digitalization world for more than five years. As the file room grew astronomically, dangerous to the employees and overflowing, we had to examine new ways of handling the approximately 300,000 files being housed within this space, stopping the source of thousands of pieces of paper being fed into the current files and the addition of new files. We had to pursue another avenue of reduction of files while simplifying our ability to access the files within the agency and out in the facilities.

Central Filing System - October 2011



The light at the end of the tunnel ...

Digitized files



**Accessible
whenever/wherever**



Outline

- **Remove discharged inmate files**
 - To date: 71,444 files sent to SOS and Gone for Good (Employs seven disabled people)
- **Prep for SOS to microfilm**
 - Updated Record Retention Schedule to reflect digital files to be filmed
- **Build program for digital files/capturing files**
 - Kodak Capture and Docuware
- **Begin scanning both older and newer files**
 - Began pulling and prepping older files
 - New files that are being received in from IDOC
Roughly 1,500 to 2,000 new files a month.
- **Begin training for the board members and staff to utilize Sharepoint and Docuware**
 - Purchase of 5 iPads

- **Identify test facilities:**
 - **Taylorville, Jacksonville and Robinson Correctional Centers**
- **Identify documents that can be created electronically**
- **Begin receiving documents electronically via email or deposited in a folder on a shared drive**
- **Begin utilizing electronic signatures**

- **Digital files**
 - **Auto Archive Writer**
 - 11,000-14,000 images/roll
 - 4 rolls/day
 - \approx 48,000 images/day
- **Paper files**
 - **Prepped**
 - **Stored**
 - **Scanned**
 - **Converted to film**
 - 3,000-4,000 images/roll
 - **Proofed for clarity**

Central Filing System - November 2012





Happy Employees + Resources = Better Morale,
Healthy and more productive employees

Next Steps

- To continue to downsize the central file room by half the size within the next six to nine months.
- Continue to utilize Gone for Good
- Utilize iPads: digital signature
- Once the agency has become manageable, this will allow the state to use our process and progress as a template for other state agencies to become more efficient and cost effective.