

Agenda: Water Well Digitization Project



- Project Background/History
- Project Status and Production Rollout Schedule
- Potential Future Phases
- TCEQ eRecords Project Overview

Project Background/History



- Business Issues
- Business objectives
- Scope (record/document types, indexing, etc.)
- Phased approach

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Business Issues

- Approximately 800,000 water well reports, 250,000 DIMs reports, 100,000 Undesirable Constituent reports, and various well log and maps are currently stored in non-digital format.
- Storage and general handling of this information is costly in terms of labor, physical space and time.
- Inefficient access to data.
- No formal business continuity/disaster recovery plan.

Business Objectives

- Improve availability of well data for both agency and public.
- Improved user efficiency by being able to incorporate research into normal workspace activities.
- Reduced storage space for paper documents.
- Support of state records retention requirements with backup of paper records.

Scope and Phase

- Scope – Plotted water well driller reports.
- Phase 1 Pilot – ~65 counties (200 boxes/200,000 reports).
- Phase 2 – ~190 counties (500 boxes/500,000 reports)
- Out of Scope – non-plotted Water Well Driller reports, Plugging reports, DIMs, UC, Well/Electric logs, and maps.

Project Status/Rollout Schedule



- ❑ Phase I Scanning Completion – 08/31/07
- ❑ Phase II Scanning Completion – 08/31/08
- ❑ Application/Architecture Development – 01/31/09
- ❑ Quality Assessment/Assurance – On-going
- ❑ Water Well Driller Report Viewer Rollout – 02/17/09

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Phase I Scanning Completion

- GWPA and the Information Resources Division prepared records for pilot scanning/indexing project.

Phase II Scanning Completion

- GWPA program utilized 3 full time interns (for 3 months) to prepare records for scanning/indexing.

Application/Architecture Development

- Core application development will be complete 01/31/09.
- Additional enhancements may be added by 12/31/09.
- GWPA continues to assess quality of scanning and indexing.

Quality Assessment/Assurance

- Identified issues resolved by vendor and/or program area.
- Disclaimer included in report viewer for customer problem/resolution contact information.
- Paper reports are still being stored in CFR to address any identified quality issues.

Water Well Driller Report Viewer Rollout

- Rollout of application and data on TCEQ intranet and internet (both internal and external customers).

Potential Future Phases



- Digitize remaining water well related records series
- Link/Interface TCEQ water well database with TDLR/TWDB WIID system
- Additional indexing and search capability

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Digitize remaining water well related records series

- 100,000 Non-plotted water well driller reports
- 250,000 DIMs reports
- 100,000 Undesirable Constituent reports
- Well logs and maps

Link/Interface TCEQ Water Well database with TDLR/TWDB WIID system

- Create internet links to and from TCEQ water well report viewer and WIID system.
- Create an interface between TCEQ database and WIID to provide one central tool for accessing water well information.

Additional indexing and search capability

- Break down the TCEQ water well report from the folder level (by grid) to the individual report level.
- Enhance indexing and search capability to possibly include: Owner Name, Address, Driller License #, Type of Well, Depth of Well, Date Completed.

TCEQ eRecords Project



- Project Description
- Project Business Case
- Impact on Agency
- Impact on the Water Well Project

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Project Description

eRecords is an LAR Capital request project for the FY10/11 biennium and beyond. The end goal of this project is to define a modular, multi-solution based Electronic Records Management (ERM) capability that can be tailored to meet the individual requirements of any program area within the agency. The following is a list of core capabilities the system needs to provide:

- Conversion of historical paper-based document and record inventories (TCEQ Central File Room) to a legal electronic format
- On-going, streamlined document capture and document handling.
- Automated access, search, and manipulation of electronic records maintaining the integrity of agency information.
- Integration of automated records management into the agency's business processes, enterprise architectures, and information systems.
- Backup and business continuity for long-term preservation of vital agency

Project Business Case

- TCEQ Savings (over 10 year period starting in FY10 = \$4,022,000
- Total 10 Year Financial Return on Investment = 30%

Impact on the Water Well Project

- It is likely that the remaining water well record series will be scanned under the eRecords project.
- Current water well database and application would be replaced or incorporated into the agency document/record management system.

Impact on Agency

- Decreased expenditures on storage space and file room administration
- Business continuity and disaster recovery planning
- Improved customer service through more efficient processing of information and customer requests
- Greater public access to agency information.
- Decrease time/money spent on filing mistakes as well as improve integrity of vital records.
- Minimize paper document inflow through business process re-engineering and automation.

Questions and Answers



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