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FISCAL IMPACT REPORT

SPONSOR: Miera DATE TYPED: 02/25/03 HB 194/aHGUAC
 SHORT TITLE: 2nd Judicial District Document Management SB _____
 ANALYST: Hayes

APPROPRIATION

Appropriation Contained		Estimated Additional Impact		Recurring or Non-Rec	Fund Affected
FY03	FY04	FY03	FY04		
	\$217.7			Recurring	General Fund

(Parenthesis () Indicate Expenditure Decreases)

SOURCES OF INFORMATION

Responses Received From
 Second Judicial District Court

SUMMARY

Synopsis of HGUAC Amendments

The House Government and Urban Affairs Committee Amendment decreases the appropriation amount in HB 194 from \$558.7 to \$217.7 to contract for the scanning of old court records. (The original bill also wanted the appropriation to be used for purchasing an electronic document management system (hardware and software). Funding for the system along with language alluding to their acquisition has been deleted by the committee.) The second amendment states that the \$217.7 is to contract for the scanning of old court records, “*staff training and integration of the case management system.*”

Synopsis of Original Bill

House Bill 194 appropriates \$558.7 from the general fund to the Second Judicial District Court for the purpose of purchasing equipment for a document management system and to contract services for the scanning of old files.

Significant Issues

A. Pursuant to the Second Judicial District Court:

1. Federal and New Mexico state statutes require all district courts to keep records permanently.

2. The court is seeking approval of an imaging plan as required by the New Mexico Records and Archives Department (NMRA). Without an approved plan, the project cannot be fully implemented.
3. The court appointed a team which has worked for the last year to develop a comprehensive document management system and retained a consultant to review the court's current system, to identify pressing needs and to provide guidance and feasible solutions.
4. There is a backlog of approximately 46,000,000 pages of records that must be stored, plus 15,000,000 pages of current records. This represents approximately 300,000 files and 5,000 linear feet of storage. The backlog grows by 3,000,000 pages per year.
5. Storage is one part of the problem; retrievability is another. Sometimes, the public must wait up to seven days for the clerks to retrieve an old case file. The wait depends upon the location of the file. Clerical efficiency is lost because file searches divert staff from primary duties.

B. Other issues to consider:

1. Other courts, including the First Judicial District Court, are able to provide or contract these services for \$100.0 or less. Why is the cost so much higher at the 2nd district?
2. Since the 2nd district moved into a brand-new courthouse in 2001, why does it need to store records and boxes off-site? Were records storage needs not considered during the planning stage?

FISCAL IMPLICATIONS

*A portion of the appropriation totaling \$558.7 contained in this bill is a non-recurring expense to the general fund since it is for capital equipment. The exact amount of the equipment was not provided by the court. Any unexpended or unencumbered balance remaining at the end of fiscal year 2004 shall revert to the general fund.

The court anticipates that this will be a 2-year project, so additional funding totaling \$700.0 will be required next fiscal year.

POSSIBLE QUESTIONS

1. What is the cost of the document scanning equipment? Did the court request this equipment in the capital budget?
2. Will other courts be able to "borrow" the equipment for their own document scanning?
3. What is being done currently to address the backlog of documents needing scanning and storage?

CMH/njw:sb