CHRIS

California Historical Resources Information System

Maintenance and Operations Action Plan for Phases One and Two of the Modernization and Sustainability Plan

2015 Update and Revision

For the period November 1, 2015, through April 30, 2017

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Introduction

About this Plan

This Action Plan is intended to guide the activities of the California Historical Resources Information System (CHRIS) in meeting the goals and objectives of the CHRIS Modernization and Sustainability Plan over an 18-month period, beginning November 1, 2015, and ending April 30, 2017. This plan is the second Action Plan created for this effort, with the first covering the period November 1, 2013, through April 30, 2015. See Appendix A for a discussion about the achievement of the tasks identified in the first Action Plan.

Background

The vision identified in the Modernization and Sustainability Plan is as follows:

To enhance historic preservation efforts throughout California, the CHRIS will maintain a single comprehensive statewide electronic inventory of historical resources and provide information to clients and the public rapidly, consistently, and cost-effectively. This integrated database will also enable the CHRIS to enhance its education and outreach efforts.

The goal of this Action Plan, then, is to substantially move the CHRIS in the direction of realizing this vision by carrying out certain specific tasks before or by April 30, 2017. The focus of the CHRIS' efforts during this time period will be on accelerating CHRIS Inventory data conversion as part of maintenance and operations activities, thereby achieving a digitized statewide inventory by completing Phases 1 and 2 as identified in the CHRIS Modernization and Sustainability Plan, and as restated below. It is important to note that digitization efforts are almost entirely dependent on available funding. Therefore, the digitization work envisioned in the first Action Plan as well as in this second plan is only achievable if funding is available.

PHASE ONE. The Office of Historic Preservation (OHP) and the Information Centers (ICs) are digitizing all of the resource records that are the core of the statewide inventory. The process includes:

- Scanning each resource record, converting it to electronic format (PDF).
- Entering information regarding the content and characteristics of each resource into the CHRIS Database.
- Entering the resource into GIS as a digital shape.

PHASE TWO. Research reports typically cover a larger geographic area than a resource record, and may address numerous resources within that area. Thus, it requires significantly more time to enter the information contained in a single report than that contained in a resource record. Therefore, this process will be completed as a second phase, although the two phases will overlap in time. The process includes:

- Entering the report bibliographic information into the CHRIS Database.

- Entering the report area or areas into the CHRIS GIS.

To view the full CHRIS Modernization and Sustainability Plan, visit
http://www.ohp.parks.ca.gov/pages/1054/files/chris_mandsplan_august2013.pdf.

Plan Outcomes

By the end of the time period for this Action Plan—April 30, 2017—users of the CHRIS can expect to see the following changes throughout the entire state and at every Information Center.

- Ability to electronically submit resource and research report information for incorporation into the CHRIS: Currently available at some, but not all, Information Centers. This plan envisions the creation and implementation of a standard process for submitting electronic information and documents throughout the CHRIS.

- Ability to purchase subscriptions to CHRIS data by area (i.e., receive data for an area of interest at periodic intervals): Currently available at some, but not all, Information Centers. This plan envisions the creation and implementation of policies to provide for subscriptions throughout the entire state in a consistent manner.

- Ability to submit records search requests electronically via the Internet: Currently available at some, but not all, Information Centers. By April 2017 this will be available at all Information Centers.

- Consistent records search response format and content from all Information Centers: During the time period of this plan, responses to records searches at all Information Centers will be standardized so as to have a consistent format.

- Ability to receive all resource records and associated data electronically: This outcome is dependent upon digitization of the records and data, which is itself dependent on funding. Electronic records and data are available for some counties and some portions of counties, and will continue to be expanded during the course of this plan. If funding is available to complete digitization by April 2017, then this outcome will be realized throughout the CHRIS.

- Ability to receive all research report data electronically and to have research reports scanned into PDF format upon request: Like the outcome above, this is dependent on digitization of report data, which is dependent upon funding. Report data is available electronically for some but not all counties, and availability will continue to expand as digitization proceeds. Currently any research report can be scanned into PDF format upon request for the entire state.

Additional changes that will be put in place during this time period include:

- Further analyzing the CHRIS organizational structure and determining how best to transition to a new CHRIS service delivery model.

Action Plan Tasks

Tasks Overview

This plan consists of seven separate, but related, tasks. Each task has its own timeline and deadline, and these timelines will overlap in some cases. The following pages contain more detail about each task identified below. The summaries on this page are intended to help readers understand the timeline for these tasks.

Task 1: Establish network and security standards for the CHRIS. This will be subject to revision as technology and State policies evolve.

Task 2: Develop and implement digital operations standards.

Task 3: Develop a Transition Study document to further refine recommendations made in the CHRIS Service Delivery Model Analysis and Recommendations Report.

Task 4: Identify possible sources of funding for digitization.

Task 5: Continue Phases 1 and 2 of CHRIS inventory digitization.

Task 6: Update the Information Center Rules of Operation Manual.

Task 7: Assess achievement of CHRIS Modernization and Sustainability Plan to date, work remaining to be done, and lessons learned.

Timeline for Task Completion

Mo/Yr	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7
11/15	█	█		█	█	█	
12/15	█	█		█	█	█	
01/16	█	█	█	█	█	█	
02/16	█	█	█	█	█	█	
03/16	█	█	█	█	█	█	
04/16	█	█	█	█	█	█	
05/16		█	█	█	█	█	
06/16		█	█	█	█	█	
07/16			█	█	█	█	
08/16			█	█	█	█	
09/16			█	█	█		
10/16			█	█	█		
11/16			█	█	█		
12/16			█	█	█		
01/17			█	█	█		
02/17			█	█	█		
03/17			█	█	█		█
04/17				█	█		█

Task 1: Network and Security Standards

The CHRIS must develop a set of rules and protocols for how the ICs and the OHP structure, maintain, and protect their computers and computer networks, including how they maintain, store, and transmit CHRIS Database information, in a manner that is reliable and secure. The primary purpose of these standards is to ensure CHRIS confidential information is maintained in a manner that minimizes the risk of unauthorized disclosure, and that CHRIS inventory management continues uninterrupted in a modernized, reliable, and efficient manner.

It is important to note that these standards must be developed in consultation with the appropriate personnel in the OHP's parent department, California State Parks, as well as the California Natural Resources Agency. These standards must meet State specifications as identified by the State Department of Technology, and will cover issues such as data encryption for storage and transmission, wireless and wired network security and security device configuration, password policies, and other related matters. Although all ICs and the OHP currently address these issues and have security policies and measures in place, this task will result in a more comprehensive and coordinated set of CHRIS policies, to be implemented at each CHRIS facility in a consistent manner.

It is expected that this set of policies and standards will be developed and rolled out in a phased manner, rather than all at once. As CHRIS Digital Operations Standards (Task 2) are finalized, relevant Network and Security Standards will need to be in place. Additionally, because technology and security knowledge and practices are ever-evolving, these standards will need to be actively maintained and updated as needed. The completion date for this task does not represent the date on which the standards will be finalized for the foreseeable future, but rather is a date by which the CHRIS will have a consistent set of standards that will be assessed and adjusted dynamically as new situations and knowledge of security develop.

Task Completion Date: April 30, 2016

Task 2: Digital Operations Standards

Standards to create and/or implement:

1. Electronic submittals of GIS shapes and resource and report data – December 18, 2015 establish data format and content standard / March 31, 2016 full implementation

    o Similar to items 3 and 4 below in terms of benefits, and if done efficiently, this will result in a significant drop in IC and OHP inventory processing time.

2. Subscription standards – February 5, 2016 implementation

    o This will result in cost savings for some large-volume users of CHRIS data, and will provide a higher level of income stability for ICs.

3. Web-based submittals of records search requests – February 29, 2016 establish technology and security standards / April 30, 2016 implementation

    o This will provide an expedited way to submit requests to the ICs, resulting in faster processing, less waste, and an overall savings in time and effort.

4. Web-based submittals of resource records and study reports – March 31, 2016 establish technology and security standards / June 30, 2016 implementation

    o This will provide an expedited way to submit inventory contributions to the ICs and the OHP, resulting in faster processing, less waste, and an overall savings in time and effort.

5. Records search response letters and data product standards – March 31, 2016 implementation

    o This will increase product consistency across the CHRIS and improve customer understanding of the scope and role of records searches in the various legal contexts of historic preservation.

    o This standard will focus on digital products – the data CHRIS users receive when they request or conduct a records search. As it will cover a large number of items, this standard will likely be implemented in stages.

6. Inventory processing standards – February 29, 2016 establish standards / June 30, 2016 full implementation

    o This will result in more consistent product quality and processing costs at the ICs and the OHP.

Task Completion Date: June 30, 2016

Task 3: Transition Study

Following on the completion of the CHRIS Service Delivery Model Analysis and Recommendations Report in April 2015, the CHRIS now will turn to development of a Transition Study to guide and direct the shift of the CHRIS to its new service delivery model. However, some additional work needs to be done before such a study can be developed.

In order to ensure that the Transition Study achieves what is needed by the CHRIS in terms of being a useful guidance document, the CHRIS must know, specifically, to what model it will be transitioning. Although the Service Delivery Model Analysis and Recommendations Report provides a good starting point for making a decision as to the future model of the CHRIS, it does not fully answer the questions that must be addressed before the development of a Transition Study can begin. These questions include the specific number of Information Centers that will be in place following the transition, what SHPO responsibilities will be delegated to them, and what the full scope of their operations and functions will be.

The Service Delivery Model report provides some issues to consider and makes a general recommendation, focusing on inventory management efficiency issues, but comments received from the public following the report's production will require some reconsideration and rethinking of the ultimate model to be implemented. As a result, further research and analysis will be conducted by the OHP prior to seeking a contractor capable of producing a useful and thorough Transition Study document. The OHP will provide updates to and collect feedback from the State Historical Resources Commission while carrying out this task.

Task Completion Date: March 31, 2017

Task 4: Digitization Funding Sources

Using existing funding available through the Office of Historic Preservation and the Information Centers, full digitization of the CHRIS to the Phase 1 and 2 levels envisioned in the CHRIS Modernization and Sustainability Plan will not be achieved until the year 2021. External funding sources must be identified in order to increase the pace of digitization. Although the CHRIS is rightly focusing its efforts on digitizing those counties that receive the highest number of records search requests (and, therefore, are the most in need of digitization at the current time), fully modernizing the CHRIS and making decisions about its ultimate service delivery model cannot be completed until the entire state has been digitized.

For this reason, the CHRIS is continually seeking outside sources of funding for digitization. Some of this funding may come from sources looking to digitization a specific area of the state. Other funding may focus on large-scale regional projects or planning processes. The OHP and well as the ICs may enter into agreements with outside entities for digitization funding. ICs will focus on their specific partners and customers, and these arrangements will vary from one center to another. The OHP will work with regional and statewide partners with needs for digital data such as the Bureau of Land Management, Caltrans, and the Federal Emergency Management Agency.

Because of the different income levels at different ICs, caused largely by the variability in the number and types of records searches conducted at each facility, some have been able to conduct digitization mostly with the funds generated through records searches, while others have had fewer funds available for digitizing. As a result, some ICs are more dependent than others on external, targeted funding to accelerate or complete their digitizing work. When assessing the funding needs of the CHRIS paired with the data needs and priorities of customers, this variability must be taken into account.

Grant and mitigation funding may be available for digitization purposes based on specific funding requirements, and the OHP and the ICs will continue to seek out such funding as resources allow.

Task Completion Date: April 30, 2017

Task 5: Inventory Digitization

The bulk of the work to carry out this plan will involve digitizing the CHRIS Inventory. The 2013 Action Plan summarized the timeline for digitization for each IC, and was based on the assumption that adequate funding would be acquired to complete Phases 1 and 2 digitization during the period covered by that plan. In this plan, we have chosen to summarize the digitization timeframe by county, and to assume that existing/typical resources and funds are all that will be available to complete the work.

A CHRIS Inventory Assessment was completed in the fall of 2014, confirming the existing cost estimates for completing Phases 1 and 2 digitization, and also updating the overall status of ongoing digitization work. At the same time, as it became clear that very little targeted funding from outside the CHRIS would be available for digitization work, county-specific digitization priorities were developed in discussion between the OHP and the ICs. This prioritization emphasized counties with high records search demand, as well as counties where digitization was already in progress.

The following table reflects that new approach to tracking and prioritizing digitization by county. It shows both existing digitization status for reports and resources, as well as April 2017 planned status. Note that Report PDFs, while not a part of Phases 1 and 2, are included here for informational purposes.

X = Existing digitization status
P = Planned digitization status change, to be completed by April 2017

County	Info Center	Resource GIS Shapes			Resource Database Records			Resource Document PDFs			Report GIS Shapes			Report Database Records			Report Document PDFs		
		All	Some	None	All	Some	None	All	Some	None	All	Some	None	All	Some	None	All	Some	None
ALAMEDA	NWIC	X			X			X			X			X			P	X	
ALPINE	CCaIC		X		X			P	X			X		X				X	
AMADOR	NCIC	X			X			X			X			X				X	

County	Info Center	Resource GIS Shapes			Resource Database Records			Resource Document PDFs			Report GIS Shapes			Report Database Records			Report Document PDFs		
		All	Some	None	All	Some	None	All	Some	None	All	Some	None	All	Some	None	All	Some	None
BUTTE	NEIC	X			X			X			X			X			P	X	
CALAVERAS	CCaIC	P	X		P	X		P	X			X		X				X	
COLUSA	NWIC	X			X			X			P	X		X			P	X	
CONTRA COSTA	NWIC	X			X			X			X			X			P	X	
DEL NORTE	NWIC	P	X		P	X		P	X			X			X			X	
EL DORADO	NCIC	X			X			X			X			X				X	
FRESNO	SSJVIC	X			X			X			P		X	P	X			X	
GLENN	NEIC	X			X			X			X			X			P	X	
HUMBOLDT	NWIC	P	X		P	X		P	X			X			X			X	
IMPERIAL	SCIC	X			X			X			X			X			X		
INYO	EIC	P		X	X			X			P		X	X				X	
KERN	SSJVIC	P		X	P	X		X			P		X	X			X		
KINGS	SSJVIC	X			X			X			X			X			X		
LAKE	NWIC	P	X		X			X				X		X				X	
LASSEN	NEIC		X		X				X			X		X				X	
LOS ANGELES	SCCIC	X			X			X			X			X				X	
MADERA	SSJVIC	X			X			X			P		X	P	X			X	
MARIN	NWIC	X			X			X			X			X			P	X	
MARIPOSA	CCaIC		X		P	X			X			X		X				X	
MENDOCINO	NWIC	P	X		X			P	X			X		X				X	
MERCED	CCaIC	X			X			X			X			X			X		
MODOC	NEIC	P	X		X			P	X		P	X		X			P	X	
MONO	EIC	P		X	X			X				P	X	X				X	
MONTEREY	NWIC	P	X		X			P	X			X		X				X	

County	Info Center	Resource GIS Shapes			Resource Database Records			Resource Document PDFs			Report GIS Shapes			Report Database Records			Report Document PDFs		
		All	Some	None	All	Some	None	All	Some	None	All	Some	None	All	Some	None	All	Some	None
NAPA	NWIC	P	X		X			P	X			X		X				X	
NEVADA	NCIC	X			X			X			X			X				X	
ORANGE	SCCIC	X			X			X			X			X				X	
PLACER	NCIC	X			X			X			X			X				X	
PLUMAS	NEIC	P	X		X			P	X			X		X				X	
RIVERSIDE	EIC	P		X	X			X			P		X	X			P	X	
SACRAMENTO	NCIC	X			X			X			X			X				X	
SAN BENITO	NWIC	X			X			P	X			X		X				X	
SAN BERNARDINO	SCCIC		P	X		X				X		P	X		X			X	
SAN DIEGO	SCIC	X			X			X			X			X			X		
SAN FRANCISCO	NWIC	X			X			X			X			X			P	X	
SAN JOAQUIN	CCaIC	X			X			X			X			X				X	
SAN LUIS OBISPO	CCoIC	X			P	X		X			X			X			X		
SAN MATEO	NWIC	X			X			X			X			X			P	X	
SANTA BARBARA	CCoIC	X			P	X		X			X			X			P	X	
SANTA CLARA	NWIC	X			X			X			P			X			P		
SANTA CRUZ	NWIC	P	X		X			P	X			X		X				X	
SHASTA	NEIC		X		X				X			X			X			X	
SIERRA	NEIC		X		X				X			X		X				X	
SISKIYOU	NEIC		X		X				X			X			X			X	
SOLANO	NWIC	X			X			X			X			X			P	X	
SONOMA	NWIC	X			X			X			P	X		X			P	X	
STANISLAUS	CCaIC	X			X			X			X			X				X	
SUTTER	NEIC	X			X			X			X			X			P	X	

County	Info Center	Resource GIS Shapes			Resource Database Records			Resource Document PDFs			Report GIS Shapes			Report Database Records			Report Document PDFs		
		All	Some	None	All	Some	None	All	Some	None	All	Some	None	All	Some	None	All	Some	None
TEHAMA	NEIC	P	X		X			P	X		P	X		X			P	X	
TRINITY	NEIC		X		X				X			X			X			X	
TULARE	SSJVIC	X			X			X			P		X	P	X			X	
TUOLUMNE	CCaIC		X		P	X			X			X		X				X	
VENTURA	SCCIC	X				X			X		X				X			X	
YOLO	NWIC	X			X			X			P	X		X			P	X	
YUBA	NCIC	X			X			X			X			X				X	

Task Completion Date: April 30, 2017

Task 6: IC Rules of Operation Manual Update

The CHRIS Information Centers each operate under contract with the OHP. The IC contracts, in the form of annual grant agreements, formally define the relationship between the OHP and the ICs. The CHRIS Information Center Rules of Operation Manual (ICROM) is incorporated by reference into the annual agreements, and specifies procedures and policies including processing of inventory information, requesting and conducting records searches, access policies, and fees. The current ICROM was last updated in 2009 and does not include current records search request forms and policies that were implemented in 2013. Additionally, CHRIS policies are subject to assessment and revision, and the ICROM has not been formally reviewed for updating since 2009. Certain updates have been discussed and drafted, but not incorporated. The ICROM is subject to approval by the State Historical Resources Commission, therefore any updates to it are discussed and adopted at one of the commission's quarterly meetings.

It is the intent of the OHP to update the ICROM in early 2016, to include current records search forms and policies, and ensure that other items in the manual reflect correct and current policies, practices and procedures. The ICROM updates will be developed by the OHP in conjunction with the ICs, and the SHRC Information Center Procedural Advisory Committee. It is expected that the updated ICROM will be reviewed and approved by the SHRC at its third meeting of 2016.

Task Completion Date: August 31, 2016

Task 7: Assessment and Next Steps

As was stated in the previous CHRIS Action Plan, all planning efforts should include a task that involves reflecting upon whether and how the plan's goals were achieved. In this case, the CHRIS will, towards the end of the time period for this plan, analyze each of the seven identified tasks in this plan in terms of the timing and quality of their completion.

We will assess what lessons can be learned from the work completed under this plan that can then inform next steps that will be taken in further carrying out the goals and objectives of the CHRIS Modernization and Sustainability Plan.

This analysis will be used in crafting a subsequent action plan.

Task Completion Date: April 30, 2017

Appendix A: Assessment of 2013-2015 Action Plan

Task 1: Digitization Standards – Completed

The various standards identified under Task 1 in the 2013-2015 Action Plan have been developed and implemented throughout the CHRIS. These standards addressed: GIS Feature Class definitions; Database and GIS attribute format and content; Metadata; and, Data creation and verification. The implementation of these standards included the development of a standards-based IC inventory management application, which has been produced and is being used at all the ICs.

Task 2: Digital Operations Standards – Partially Completed

There were five standards identified in the 2013-2015 Action Plan:

- The CHRIS data submittal format and content standards are partially completed and have been carried over into this plan as part of Task 2.
- The CHRIS data products standards are partially completed, with core standard products defined. Additional work on new products and detailed specification of existing products continues under Task 2.
- The application of CHRIS fees standards are partially completed and have been carried over into this plan as part of Task 2. A standard electronic fee schedule is in place, but work continues on the details in assuring that fees are applied consistently across the CHRIS.
- The processing and assignment of IDs and applications of rules standards are in progress and have been carried over into this plan as part of Task 2.
- The networking and security standards have been the most difficult to address because these require oversight and input from State resources. We have decided to make the networking and security standards its own separate task in this plan because of the unique nature of those standards and their requirements (see Task 1 of this plan).

Task 3: Inventory Assessment – Completed

The inventory assessment task was intended to give us a picture of the remaining work needed to fully digitize the CHRIS to the Phase 1 and 2 levels identified in the Modernization and Sustainability Plan. This work was conducted by Farallon Geographics and is discussed in their report entitled, "California Office of Historic Preservation: Information Center Inventory Assessment Final Report," which is available online at http://www.ohp.parks.ca.gov/pages/1068/files/CHRIS%20IC%20Inventory%20Final%20Report_vFinal.pdf.

Task 4: Digitization Methodology – Completed

The OHP and the IC Coordinators have had discussions about the issue of what is the most efficient and effective methodology for digitization and have determined that, due to differences in the Information Centers in terms of financial and human resources, there is no one best way to complete digitization of the inventory. Instead, it would be best for there to be a number of different approaches available based on the nature of the records needing to be digitized and the capabilities of the individual Information Center. This is further explained in Appendix B of this document.

Task 5: CHRIS Organization and Structure – Completed

The original vision for this task was completed through development of the CHRIS Service Delivery Model Analysis and Recommendations Report, which can be found online at http://www.ohp.parks.ca.gov/pages/1068/files/chris_sdmreport_april2015.pdf. However, there is still much work remaining in terms of making final decisions about the model to be implemented and then determining how that implementation will occur. For this reason, next steps related to this task have been carried over into this plan as part of Task 3.

Task 6: Secure Funding – Partially Completed

Obviously the funding needed to complete digitization was not realized during the course of the previous plan. Rather, it became clear that outside funding for digitization, although possibly available in small amounts for specific locations, would not be sufficient to cover the digitization needs for the entire state. As a result, it has been determined that digitization, for the most part, needs to be accomplished using available funding through the Office of Historic Preservation and from the fee revenues received by the ICs. However, the CHRIS will continue to look for other sources of funding, and this has been carried over into this plan as Task 4.

Task 7: Inventory Digitization – Partially Completed

The CHRIS has been working to digitize its records as much as available funding will allow. Significant progress has been made in this effort as evidenced by the amount of resources and reports that have been digitized to date. Currently available digital data, by county, is identified in a table on the OHP website at http://www.ohp.parks.ca.gov/?page_id=27555. In order to maximize benefit to CHRIS customers, digitization efforts have been focused on those counties that have the most records search requests. See Task 5 in this plan for more information.

Task 8: Assessment and Next Steps – Completed

This second Action Plan for the Modernization and Sustainability effort is the outcome of our efforts related to this task. Although not as much was achieved in the term of first Action Plan as was envisioned or would have been preferred, significant progress was made in moving towards the vision put forward in the Modernization and Sustainability Plan.

Appendix B: Digitization Methodology

It has been determined that a varied approach to digitization be employed within the CHRIS due to the differing capabilities and capacities of the Information Centers and the Office of Historic Preservation.

It should be noted that all the ICs and the OHP have agreed to a common set of standards for digitized data and documents. These standards will be applied consistently throughout the CHRIS and assessed as digitization proceeds in order to learn from their use and refine the standards as appropriate.

Generally, in order to ensure accuracy of the data, it is best to conduct most digitization activities onsite at each IC using original records and in-house staff. As some ICs become fully digital, they may assist other centers based on capacity and funding (e.g., if one IC has completed their digitization efforts but has the trained staff to do the work and funding is available either at that IC or from another center, then it can in turn assist a center that still has digitization work to complete).

In the Inventory Assessment report from Farallon Geographics, they recommended that the CHRIS look at whether the implementation of separate workflows for each part of the digitization process (database entry, scanning, and GIS entry) would increase efficiency of digitization by limiting distractions and allowing staff to improve their workflow over time. This approach might work well for some types of records and reports, but for others, it may lead to sacrificing effectiveness (in terms of data quality) in favor of apparent short-term efficiencies. For example, for complex reports and records, it would be more efficient to do both the database entry and GIS entry at the same time and by the same staff person so as to reduce the need to re-analyze the data at each step.

Additionally, Farallon suggested that contracting out for at least some of the remaining document scanning would both prioritize this stage of digitization and possibly result in overall cost reductions through efficiencies gained by using a dedicated contractor or contractors for this task. The OHP and the ICs will investigate if there are groups of records or reports that would benefit from outsourcing to a contractor for document scanning.

Finally, although it is not related to methodology per se, the CHRIS is establishing a means by which CHRIS users can submit data and documents electronically (both individual record and reports, and associated data, as well as large data sets containing many records, reports, and their associated data) so they do not require digitization in order to be made a part of the CHRIS inventory. These data and documents will still need to be quality checked, however, before they are made available to other CHRIS customers. The OHP and the ICs will continue to analyze and refine the quality checking processes to maximize the efficiency of processing these digital inventory submittals.