Tukwila Police Department - Local Records Grant 1968-2008 Case File Scanning Project

Last Updated 7-1-22

STEP 1: REVIEW AND RESEARCH (25 percent)	PROJECT PERCENT	STEP PERCENT	Pre-1980's	1980	1981	1982	1983	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008
Review cases and take out criminal histories and PDR requests	16.25	65	16.25	16.25	16.25	16.25	16.25	16.25	16.25	16.25	16.25	16.25	16.25				4	16.25	16.25	16.25	16.25	16.25	16.25	16.25	16.25	16.25	16.25	16.25	16.25	16.25	16.25	16.25
Remove any case files that can be destroyed	1.25	5	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25					1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25
Remove any case files that can go to WASPC	1.25	5	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25					1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25
Research any cases that don't clearly have a case disposition	6.25	25	6.25					6.25	6.25	6.25	6.25	6.25	6.25					6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25
STEP 2: INVENTORY AND BOX (5 percent)																																
Modify extended retention case list to make cases going to be scanned	4.5	90						4.5	4.5	4.5										4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5
Create chain of custody form for scanning company to sigr	0.5	10						0.5	0.5	0.5										0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
STEP 3: SCAN (50 percent)																																
Scanning company pick up boxes	2.5	5						2.5	2.5	2.5										2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
Scanning	25	50						25	25	25										13	25	25	25	25	25	25	25	25	25	25	25	25
Quality checks completed per agreement	20	40						20	20	20										4	20	20	20	20	20	20	20	20	20	20	20	20
Records and drive with files returned to PD	2.5	5						2.5	2.5	2.5										0.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
STEP 4: LOAD AND REVIEW IN LASERFICHE (15 percent)																																
Case file scans load into LaserFiche	4.5	30																										4.5	4.5			
Metadata applied to case file scans	4.5	30						2	2	2												2	2					4.5	4.5	2		
10 percent quality check of electronic records to hardcopy records completec	6	40																										6	6			
STEP 5: RECORDS DESTRUCTION (5 percent)																																
Paperwork completed to get approval to shred paper case files	3	60																										3	3			
Schedule shredding company	0.25	5																										0.25	0.25			
Shredding completed	1.5	30																										1.5	1.5			
Boxes recycled	0.25	5																										0.25	0.25			
Percent of Work complete	100		25	18.75	18.75	18.75	18.75	82	82	82	25	25	25	0	0	0	4	25	25	50	80	82	82	80	80	80	80	82	100	100	82	80
Project percent	100.00%		0.63%	0.20%	0.15%	0.23%	0.32%	0.58%	0.40%	0.70%	1.42%	1.03%	1.96%	2.62%	2.91%	2.02%	4.10%	5.36%	6.12%	5.02%	5.77%	6.42%	6.51%	5.89%	5.39%	4.31%	4.73%	4.89%	5.64%	6.17%	4.78%	3.75%
TOTAL PROJECT PERCENT COMPLETE	62.55		0.16	0.04	0.03	0.04	0.06	0.48	0.33	0.57	0.35	0.26	0.49	0.00	0.00	0.00	0.16	1.34	1.53	2.51	4.61	5.27	5.34	4.71	4.31	3.45	3.79	4.01	5.64	6.17	3.92	3.00
			71	23	17	26	36	66	45	79	160	116	221	296	329	228	464	606	692	567	652	726	736	666	609	487	535	553	637	697	540	424

Number of case files complete	100	1334	12%
	80	6118	54%
	50	567	5%
	25	1968	17%
	0	1317	12%
		11304	100%