

CalSAWS | Notes from Imaging Committee

Date: February 27, 2020	Location: In-Person – CalSAWS North/South
Time: 10:00 am – 3:00 pm	Meeting Called By: Rhiannon Chin

Attendees:

NAME	NAME	NAME
<input checked="" type="checkbox"/> R1 Ruben Bates	<input checked="" type="checkbox"/> R4 Chris Gomez	<input checked="" type="checkbox"/> Proj. Danielle Benoit
<input checked="" type="checkbox"/> R1 Terri Rose	<input checked="" type="checkbox"/> R4 Martha Esparza	<input checked="" type="checkbox"/> Proj. John Dray
<input type="checkbox"/> R1 Christine Alvarez	<input checked="" type="checkbox"/> R4 Louis Cuellar	<input checked="" type="checkbox"/> Proj. Cory Wozniak
<input checked="" type="checkbox"/> R1 Brent Wong	<input checked="" type="checkbox"/> R4 Cheryl Armstrong	<input checked="" type="checkbox"/> Proj. Chris Vasquez
<input checked="" type="checkbox"/> R1 Todd Estabrooks	<input checked="" type="checkbox"/> R4 Aaron Gomes	<input type="checkbox"/> Proj. Ben Cox
<input checked="" type="checkbox"/> R2 Beth Andrews	<input checked="" type="checkbox"/> R5 Bernabe Ochoa Phi Phi Thai	<input checked="" type="checkbox"/> Proj. Toby Barnes
<input checked="" type="checkbox"/> R2 Savina DiDio	<input checked="" type="checkbox"/> R5 Tony Baker	<input checked="" type="checkbox"/> Proj. Rhiannon Chin
<input checked="" type="checkbox"/> R2 Tou Yang	<input checked="" type="checkbox"/> R5 Christine Becerra	<input checked="" type="checkbox"/> Proj. Erick Arreola
<input checked="" type="checkbox"/> R2 Hortencia Hernandez	<input type="checkbox"/> R5 Felix Sanchez	<input checked="" type="checkbox"/> Proj. Tejinder Singh
<input type="checkbox"/> R2	<input checked="" type="checkbox"/> R5 Eric England	<input type="checkbox"/> Proj. Sam Svay
<input checked="" type="checkbox"/> R3 Heather Brantley	<input checked="" type="checkbox"/> R6 Gayane Machkalyan	<input type="checkbox"/> Proj. Arvin Liang
<input checked="" type="checkbox"/> R3 Bryan Fleury	<input checked="" type="checkbox"/> R6 Juan Herrera	<input checked="" type="checkbox"/> Proj. Matt Flohaug
<input checked="" type="checkbox"/> R3 Dayna Boggs	<input type="checkbox"/> R6 Lilia Sarno	<input type="checkbox"/> Proj. Laura Cvetkovic
<input checked="" type="checkbox"/> R3 Julie Evinger	<input checked="" type="checkbox"/> R6 Mario Palacios Linda Lui	<input checked="" type="checkbox"/> Proj. Gerald Mills
<input type="checkbox"/> R3 Michelle Smith	<input type="checkbox"/> R6 Wanda McLaurin	<input checked="" type="checkbox"/> RM Matthew VanderEyck

Topic

Important Points

Document Migration Plan

- The Project has Federal approval for a Hyland Imaging solution.
- Migration will happen in multi-wave batches, beginning with Discovery Sessions for each county to help with advanced planning.
- CRFI will be sent to request a primary contact from each county to help coordinate the imaging migration effort.
- File transfers will be completed using encrypted Amazon Snowballs. If you do not use the Snowball you will need to address bandwidth issues.
- Migration will follow the CalSAWS data retention policy.
- Items mentioned during committee that will be addressed during county Discovery Sessions:
 - File sizes
 - Transfer of videos
 - Metadata requirements
 - QC Reviews
 - County bandwidth
 - Conversion of annotations

CRFI Review

- CRFI 20-003 County Document Form Review and Imaging
- Most responses have been received; some counties requested extensions.

Topic

Important Points

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- Clarified how to complete the CRFI using the Indexing Guidelines.

Imaging Top 10 SCRs

- CIV-10757 – Rejected unanimously
- CIV-3465 – Rejected unanimously
- CA-53326, CA-51962, CA-212383 – Los Angeles only SCRs to be discussed later
- CIV-11258, CIV-11049 – Watch only
- New Top 10 List:
 1. CIV-105925
 2. CIV-102824
 3. CIV-100186
 4. CIV-8108

Wrap-up Items

None

- Open Discussion
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