

**BACKGROUND**

The National-Geospatial Intelligence Agency (NGA) provides timely, relevant, and accurate geospatial intelligence in support of national security. It is crucial for the Agency personnel to quickly access documents as well as preserve and secure important classified information. The Office of the Inspector General maintains document files for four divisions: Audits, Investigations, Inspections, and Plans and Programs.

The Office of Inspector General maintains an archive collection of 550,000 document pages for their respective divisions consisting of both Classified and Unclassified materials. These documents were physically stored in one large document storage room, and personnel had to routinely find documents to satisfy ongoing operational and management requests. The documents generally consisted of 8.5" x 11.0" paper pages that were assembled into multi-page documents using a variety of fasteners. The process for finding documents was inefficient and unproductive.

The Office of Inspector General wanted to create an electronic repository for the documents that would allow personnel to easily access documents from users' workstations. The first step of the process required digitizing (or making electronic files) all the documents. The next step required establishing an electronic files repository so they could be organized in a logical manner. The Office of Inspector General wanted an application that would allow personnel to store, search, retrieve, import, export and browse documents. Highly accurate searching, especially using keywords across the text of the documents, was essential because the collection was large, diverse, and still growing.

**“WHAT MOST IMPRESSED ME ABOUT THIS PROJECT WAS THE STAFF, FACILITIES, AND EQUIPMENT THAT PROVIDED THE FLEXIBILITY TO DEVELOP A SOLUTION THAT BEST FIT OUR NEEDS AND PROVIDED US A TURNKEY SOLUTION.”**

**- JOHN E. NEEDHAM OF NGA**



**SOLUTION**

NGA's long-term digital preservation, digital accessibility and dissemination requirements were solved with a turn-key solution developed by PTFS. First, all the materials were shipped to PTFS's classified facility to be handled by PTFS' expert digitization team. The documents were digitized following certified processes for classified documents. The final digital object for each file included a full text searchable image/text PDF and an associated metadata record.

PTFS's technical team purchased a server and installed/configured/tested the operating system, database and ArchivalWare™, PTFS's digital archiving and asset management software. This software provides the ability to store, search, retrieve, import, export, browse and efficiently manage large digital collections of both digitized and born-digital materials. As a final step, PTFS installed the system at NGA headquarters, loaded all of the converted digital material onto the server and trained NGA end users and system administrators to use the system for research, digital storage, and preservation purposes.

**BENEFITS**

All documents were digitized which improved access to the files. ArchivalWare™ enables good search, browse and discovery including full text searching across PDF's.

