

PROGRESS REPORT FOR PROJECT 1.2a  
DATA PRESERVATION  
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## 1. Background Information

The purpose of this project is to implement a document imaging system for the Urals Center for Radiation Medicine (URCRM), Chelyabinsk, Russia. The document imaging system will have the primary purpose of preserving valuable medical records pertaining to individuals living in the Southern Urals region of the Russian Federation that have been exposed to radiation through operations of the Mayak facility and also through releases from accidents. These documents detail physical examinations, individual dose measurement, addresses, causes of death, and many other data items necessary for epidemiologic studies. The records presently reside in hard copy files without any duplicate copies.

The document imaging system will provide the capability to: (1) scan documents of varying size, thickness, and condition; (2) provide image enhancement and clean-up capabilities; (3) index patient records and other documents using a minimum of four fields (which accommodate the Russian Cyrillic alphabet); (4) import field data (Russian Cyrillic alphabet) contained in existing computer databases created by URCRM to the document imaging system's data base management system for linkage with scanned document images; (5) store images to CD-ROM, WORM, or optical discs; and (6) perform data search and retrieval over a stand-alone local area network (LAN). The document imaging system will be operated and maintained by URCRM technical staff, who will receive training from technical staff at Oak Ridge Institute for Science and Education (ORISE), who in turn will have received training from the supplier of the system.

## 2. Progress and Accomplishments

The following milestones have been achieved:

- a. Inventory of all hard copy records
- b. Report describing the format and contents of hard copy records
- c. Report describing methods for data entry and corrections to data base files
- d. Investigation of data preservation technologies available to adequately protect URCRM's hard copy records
- e. Discussions with many system-integration companies to gather information on possible system architectures
- f. Development of an Request for Proposals (RFP) detailing the technical requirements and specifications of the imaging system
- g. Distribution of the RFP to 13 potential bidders
- h. Review of proposals

The following milestones will be achieved during the remainder of FY98:

- a. Choosing a vendor
- b. Delivery of imaging system to ORISE by vendor
- c. Training of ORISE and URCRM principal investigators (P.I.) on use of the system
- d. Acceptance of system by URCRM P.I.
- e. Shipment and installation of equipment at URCRM
- f. Training of URCRM staff
- g. Commencement of record scanning and indexing

The RFP can be made available if the technical specifications of the equipment need to be reviewed by the Scientific Review Group.

We are currently evaluating proposals and have narrowed the candidate list to two vendors. The target date is to have a purchase order placed by the end of March. A demonstration has been tentatively scheduled with one of the vendors for the first week in April, at which time the URCRM P.I. may be invited for participation and review. Remaining milestones, following the award of contract, should be completed by the end of FY 98.

## 3. Questions and Potential Problems

None.