

BTCO is an accomplished provider of digital document conversion -- from simple scanning and indexing, to large format imaging, to records management solutions. Here are a few highlights.

U.S. Air Force

As part of the Air Force's most extensive electronic re-engineering effort in recent history— USAF Electronic Records Transformation Initiative — BTCO processed more than 13 million records, and counting. The scanning and indexing process performed on 3 million paper documents ensured compatibility with AF systems and remote transmittal processes. The project included Air National Guard, Air Force Reserve, and USAF general officer personnel files that were shipped from military installations in the US, Puerto Rico, and Guam with 100 percent accountability. In a related project, BTCO also converted human resource records of senior leaders — records managed indefinitely for historical purposes. Previously available only in hard copy, record retrieval was inefficient and time consuming. This effort bridged legacy paper records with modern digital records in the Performance and Development Management System, which implemented and followed the HR self-service, Personnel Service Delivery model. Concurrently, BTCO also tackled a NULL Records assignment. BTCO compared more than 10 million stored physical files to a previously developed USAF database to find images missing from the database transfer that occurred in the 1990s. Although initial estimates indicated that the project would require four-and-a-half years to complete, BTCO completed the work in 14 months – saving the American taxpayer more than \$3.5 million in money the USAF did not spend. Most recently, BTCO reviewed work previously performed by another contractor to convert micro-fiche documents for use in USAF systems. Known as the USAF Legacy Indexing Project (LIP), each folder that BTCO received contained records for a single military member identified by that person's social security number. When the folders arrived, each contained random micro-fiche images in no discernible order, and without document identifications. BTCO's task was to "split" the documents and index them accordingly. Through BTCO's trusted Quality Assurance system, the data was checked for accuracy and delivered back to the customer ready for use. During this project, BTCO processed more than 5.6 million images, with the highest daily count reaching 38,568 images. At contract completion, BTCO received outstanding marks on the USAF Contractor Performance Assessment Review that were underscored by accolades given by Pentagon officials.

“BTCO is a World-Class organization that sets the bar for all others to follow. Not only did it hit every mark ever promised, but continuously improved its performance regimen...”

— USAF Maj. James Struckmeyer
Pentagon

Kansas Corporation Commission

BTCO is the sole contractor for this conversion project that involves more than 120 years of regulatory services by the Kansas Corporation Commission. The records pertain to all existing and new wells, and their corresponding regulatory forms. Each time there is an intent to drill, drilling occurs on an existing well, or a well cap or an intent to reopen a well is executed, a "paper-trail" is generated. More than 1.4 million historical documents will eventually be converted to digital format. In addition, BTCO continues to convert ongoing, active well documentation throughout the state.

“The imaging project work performed by BTCO for the KCC is always top quality.”

— Barry Metz
KCC conservation Division



Kansas Board of Regents

The Kansas Board of Regents is the repository for all student transcripts from closed private post-secondary schools throughout the state. To assist KBOR in responding to the continuous requests for those transcripts, a digital document conversion project began in early 2012. At the onset of this project, BTCO received more than 800 boxes of paper records that were scanned and indexed for more efficient storage and records retrieval. In an ongoing agreement, BTCO continues to convert records as requested by KBOR to ensure the agency operates at optimum efficiency.

“BTCO’s work has been of very high quality. They put a great process in place to scan thousands of pages of material. ...I highly recommend BTCO, their staff and their services.”

— Craig A. Haugsness, Ph.D.
Kansas Board of Regents

Wichita Public Schools

BTCO provided digital conversion of Wichita Board of Education meeting minutes dating from its first meeting in 1873 to present. This conversion project gave the public school system access to historical data previously archived in salt mine storage facilities more than an hour’s drive away. Prior to this project, BTCO provided service to Wichita’s Special Education Division toward real-time retrieval by multiple, controlled users of historical and current student records. This project was the first step in incorporating all student records into the District Data System.

Westar Energy, Inc.

The Westar Energy engineering department requires immediate, on-line access to remote electrical facility drawings to assist with maintenance and engineering design upgrades. In a major step toward meeting this need, BTCO converted historical aperture cards, vendor drawings, manuals, and “foreign” files so that Westar engineers could access the information via a closed network. Central database storage of these drawings allows multiple engineers in different locations access to the information at the same time. Although Westar Energy delivered drawings to BTCO’s facility for processing, Westar required continuous, uninterrupted access to these drawings. BTCO responded with a 24-hour access solution to ensure Westar did not experience project delays.

U.S. Census Bureau

With assistance from AbilityOne, BTCO became the prime contractor providing imaging services to the U.S. Department of Commerce

“The level of effort put forth and the performance on this important task were exemplary .”

— Mark Wolfram
U.S. Department of Commerce

Census Bureau to convert more than 560 million digital images from the 2000 Census to a microfilm format for long-term storage. Through this contract, BTCO managed the largest microfilming operation in the world and BTCO’s infrastructure management style demonstrated JWOD Pro-gram capacity in the performance of large-scale operations. The project was hosted and managed at BTCO’s U.S. Title 13 Secure facility in Wichita, Kan. As prime contractor, BTCO converted about 12 million electronic images to microfilm each month for long-term archival storage. The BTCO team completed the requirements of the Census contract 18 months ahead of schedule.