

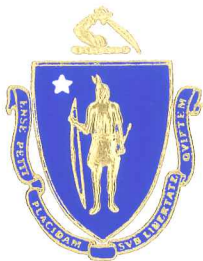


Secretary of the Commonwealth
Division of Deeds

Registers Technological Fund
Spending Plan

Submitted to the
House and Senate Ways and Means Committees

and
House and Senate Post Audit and Oversight Committees
Chapter 4 of the Acts of 2003



The Commonwealth of Massachusetts

Secretary of the Commonwealth
State House, Boston, Massachusetts 02133

William Francis Galvin
Secretary of the Commonwealth

March 28, 2017

To the Committee on Ways and Means and Post Audit and Oversight:

Herein, please find a spending plan to streamline operations and customer service while maintaining a reliable information technology infrastructure at the state Registries of Deeds. The Registries continue to automate and modernize their functions and the state registers technological fund has become an integral part of daily operation. These resources are fundamental to the maintenance of today's technological improvements.

This request arranges the Registries of Deeds technology projects in tiers, which classify the requests in order of need. Tier 1 projects will be prioritized first, Tier 2 and Tier 3 projects will be pursued afterward, based upon availability of resources and funding. The majority of Tier 1 projects shall maintain the existing technology network and ensure that the land records are properly retained. The Registries continue to build virtual environments in order to reduce the need for physical servers while increasing the amount of information accessible to the public on www.MassLandRecords.com. The Registries are in the process of undergoing technological upgrades to better serve the specific needs of the public in each of their unique areas. Additionally, the fund supports the costs of proper record retention, microfilming, data storage, disaster recovery operations, and electronic recording.

In this year's submittal, we continue our technology initiatives with a plan that covers technology costs that keep all thirteen of the state Registries of Deeds operating efficiently. These initiatives will facilitate better customer service by streamlining operations with the following projects:

- Expanding electronic recording to Registered Land;
- Improving storage methods, scanning and microfilming practices for official land records;
- Maintaining Internet access to land records, while increasing the amount of information available electronically with back scanning and indexing projects;
- Beginning software development for a new public search system for all 13 Registries of Deeds;
- Maintaining electronic recording to qualified vendors at all 13 Registries of Deeds and permitting government to government submissions;
- Continued disaster recovery planning;
- Exploring GPS mapping and integrating local city and town data; and
- Upkeep of the 13 ROD MPLS network

Sincerely,

A handwritten signature in blue ink, appearing to read "W. Galvin", written over a blue line.

William Francis Galvin
Secretary of the Commonwealth



COMMONWEALTH OF MASSACHUSETTS

Office of Information Technology

One Ashburton Place ▪ Room 804 ▪ Boston, Massachusetts 02108

(617) 626-4400 ▪ www.mass.gov/MassIT

CHARLES D. BAKER
GOVERNOR

KRISTEN LEPORE
SECRETARY

MARK NUNNELLY
EXECUTIVE DIRECTOR AND
SPECIAL ADVISOR TO THE GOVERNOR
FOR INNOVATION AND TECHNOLOGY

KARYN E. POLITO
LIEUTENANT GOVERNOR

March 17, 2017

Honorable William F. Galvin
Secretary of the Commonwealth
One Ashburton Place, Room 1611
Boston, MA 02108-1512

Dear Honorable Galvin,

This letter is in response to your request dated March 16, 2017 to expend \$4,258,472.11 from the Registers Technological Fund. The expenditure breakdown spreadsheet provided appears to be consistent with the intent of the technology fund and with enterprise IT strategy, policies and standards.

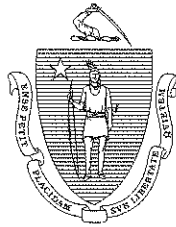
I urge you to continue with information technology projects that support your long-term information technology strategy. If you need further assistance or have questions, please contact Tim Larkin in my office at: 617-626-4476.

Sincerely,

A handwritten signature in black ink, appearing to read "Charlie Desourdy".

Charlie Desourdy
Chief Operations Officer

cc: Jay Herod, SEC
Paul McCarthy, SEC
Marianne Conboy, ANF
Annemarie Kates, ITD
Tim Larkin, ITD



The Commonwealth of Massachusetts
William Francis Galvin, Secretary of the Commonwealth
Administrative Services

Paul C. McCarthy
CFO
Director, Registry of Deeds

March 16, 2017

Mark E. Nunnelly
Executive Director
Executive Office for Administration and Finance
Information Technology Division
One Ashburton Place, Room 804
Boston, MA 02108

Dear Mr. Nunnelly,

Our office has concluded the expenditure breakdown for CY2017 Registers Technological Spending Plan. The Registries of Deeds intend to expend \$4,258,472.11 from the Registers Technological Fund. The Secretary of the Commonwealth, in accordance with Chapter 4 of the Acts of 2003, is asked to review each of the Register's Technological Fund Requests to ensure consistency with the IT plans of the Commonwealth and of the Secretary of the Commonwealth. Pursuant to General Laws Chapter 36, Section 41, governing all of the Registries of Deeds, these requests in the spreadsheet attached fall within the intentions of the counties surcharge.

We would appreciate your response to this request as soon as possible. If you need further assistance or have questions, please contact our office at 617-878-3152.

Thank you,

A handwritten signature in black ink, appearing to read "Paul McCarthy", written over a white background.

Paul McCarthy,
Budget Director
Office of the Secretary of the Commonwealth

ROD	Total ROD Request	TIER 1	TIER 2	TIER 3	TIER 1: Notes	TIER 2: Notes	TIER 3: Notes
ESSEX NORTH	\$274,751.78	\$239,681.78	\$ 35,070.00		IT salaries; disaster recovery; software maintenance; microfilming	Equipment maintenance; software duplication image project	
ESSEX SOUTH	\$443,719.00	\$385,472.00	\$52,800.00	\$5,447.00	IT salaries; software maintenance; disaster recovery; internet services	Registered land project; integration of books project; software feature upgrade	Equipment upgrade
FRANKLIN	\$6,500.00	\$6,500.00			Maintenance software		
HAMPDEN	\$232,375.34	\$232,375.34			Disaster recovery; IT salaries		
HAMPSHIRE	\$55,300.00	\$23,500.00	\$21,500.00	\$10,300.00	Software maintenance; disaster recovery; microfilming	Town book bindery; back indexing; e-recording in Land Court	Printer/Scanner maintenance; electronic notarization legislation and conference; equipment maintenance; website development
MIDDLESEX NORTH	\$17,196.00	\$17,196.00			Software maintenance		
MIDDLESEX SOUTH	\$592,623.17	\$418,699.17	\$91,400.00	\$82,524.00	IT salaries; software maintenance; disaster recovery	Land court case plans project; operations consultant	Equipment upgrades; telephones; fax lines; mailing machine lease
BERKSHIRE NORTH	\$192,583.66	\$154,083.66	\$28,500.00	\$10,000.00	IT salaries; software maintenance	Back indexing; microfilming project	Scanner maintenance kits; cartridges & supplies
BERKSHIRE CENTRAL	\$115,996.00	\$102,496.00	\$ 10,000.00	\$3,500.00	IT salary; disaster recovery; software and equipment maintenance	Redaction project	Website maintenance; consultant
BERKSHIRE SOUTH	\$79,979.00	\$79,979.00			IT salaries; disaster recovery; software maintenance		
SUFFOLK	\$632,456.08	\$237,456.08	\$395,000.00		IT salaries; software maintenance; disaster recovery	Back indexing; registered land certificate project; microfilm project	
WORCESTER NORTH	\$98,581.00	\$88,716.00		\$9,865.00	Disaster recovery; software maintenance; internet services; microfilming; filming of maps		Scanner lease and maintenance; postage equipment
WORCESTER	\$247,867.16	\$182,467.16	\$ 53,400.00	\$12,000.00	IT salary; disaster recovery; software maintenance	Book scanning project	Web design update; application for mobile devices
Boston	\$1,268,543.92	\$1,268,543.92			Equipment replacement and lease buyouts; equipment maintenance; software purchases and enhancements; electronic recording; consulting salaries; telecommunications; internet; network & maintenance; software maintenance; disaster recovery		
Total:	\$4,258,472.11	\$3,437,166.11	\$ 687,670.00	\$133,636.00			
Tier 1 Description:	Disaster recovery, salaries, equipment leases, microfilming, software maintenance, technology refreshes, T&M, etc.						
Tier 2 Description:	Scanning projects, e-recording costs, back indexing and microfilming projects, etc.						
Tier 3 Description:	Equipment upgrades, satellite offices, wifi, rekey verification projects, maintenance on printers, copy machines, scanners, etc.						
* The Secretary of the Commonwealth has prioritized each ROD request by tier. Tier 1 requests shall be given first preference; Tier 2 and Tier 3 projects are subject to available resources and funding.							

Secretary of the Commonwealth's

Registry of Deeds District Offices

Northern Berkshire

Frances T. Brooks

65 Park Street
Adams, MA 01220
(413) 743-0035
Fax: (413) 743-1003
Web:

<http://www.sec.state.ma.us/rod/rodbrknth/brknthidx.htm>
[m](#)

Middle Berkshire

Patricia M. Harris

44 Bank Row
Pittsfield, MA 01201
(413) 443-7438
Fax: (413) 448-6025
Web:

www.berkshireregistry.com

Southern Berkshire

Wanda M. Beckwith

334 Main Street, Suite 2
Great Barrington, MA 01230-1894
(413) 528-0146
Fax: (413) 528-6878
Web:

www.berkshiresouthdeeds.com

Northern Essex

M. Paul Iannuccillo

354 Merrimack St
Lawrence, MA 01843
(978) 683-2745
Fax: (978) 688-4679
Web:

www.lawrencedeeds.com

Southern Essex

John L. O'Brien, Jr.

Shetland Park
45 Congress St., Suite 4100
Salem, MA 01970
(978) 741-0201
Fax: (978) 744-5865
Web:

www.salemdeeds.com

Franklin

Scott A. Cote

30 Olive Street, Suite 2
P.O. Box 1495
Greenfield, MA 01301
(413) 772-0239
Fax: (413) 774-7150
Web:

www.franklindeeds.com

Hampden

Donald E. Ashe

50 State Street
Springfield, MA 01103
(413) 755-1722
Fax: (413) 731-8190
Web:

www.hampdendeeds.com

Hampshire

Mary Olberding

33 King Street
Northampton, MA 01060
(413) 584-3637
Fax: (413) 584-4136
Web:

www.hampshireddeeds.com

Northern Middlesex

Richard P. Howe, Jr.

360 Gorham Street
Lowell, MA 01852
(978) 322-9000
Fax: (978) 322-9001
Web:

www.lowelldeeds.com

Southern Middlesex

Maria C. Curtatone

208 Cambridge Street
P.O. Box 68
Cambridge, MA 02141-0068
(617) 679-6310
Fax: (617) 494-9083
Web:

www.middlesexsouthregistry.com/index.html

Secretary of the Commonwealth's

Registry of Deeds District Offices

Suffolk

Stephen J. Murphy

24 New Chardon Street

P.O. Box 9660

Boston, MA 02114-9660

(617) 788-8575

Fax: (617) 720-4163

Web: www.suffolkdeeds.com

Northern Worcester

Kathleen Reynolds Daigneault

Putnam Place

166 Boulder Drive, Suite 202

Fitchburg, MA 01420

(978) 342-2637

Fax: (978) 345-2865

Web: www.fitchburgdeeds.com

Worcester

Anthony J. Vigliotti, ESQ.

90 Front Street

Worcester, MA 01608

(508) 798-7717

Fax: (508) 798-7746

Web: www.worcesterdeeds.com

Secretary of the Commonwealth Registry of Deeds Technology Plan

Boston

Prepared March 15, 2017

Contents

- Introduction 3
- Overview 3
- Current Workflow 3
- Registry IT Initiatives 3
 - Current Projects or Initiatives 3
 - Long Term Vision and Goals..... 4
- Support Contracts 4

Introduction

This document serves to satisfy the Registry Information Technology (IT) Plan requirements set forth in 950 CMR 120 for the Secretary of the Commonwealth's Registry of Deeds support. The IT Plan includes the following sections: Boston Overview, Current Initiatives and Support Contracts.

Overview

The Secretary of the Commonwealth's Information Technology Division provides the following services for each State Registry of Deeds Office:

- Email
- Internet Access
- Internet Public Searching via Masslandrecords.com
- Technical Support
- Server Maintenance
- MPLS (wide area networking) services
- Network security
- Anti-virus
- Data backup and recovery
- Disaster recovery and business continuity services (administer service agreement only)

Current Workflow

Registry of Deeds Offices will contact the Help Desk to report problems or request technical support services. Upon receipt of a request, a ticket is created and assigned to a member of the technical support staff. The technician will then contact the requestor to begin resolving the problem or scoping the need.

Registry IT Initiatives

Current Projects or Initiatives

Project Name	Purpose/Goal	Cost	Funding Source
Equipment replacement and lease buyouts	This funding is needed to convert to virtualized servers and replace miscellaneous equipment at Registry of Deeds Offices that fails or is leased and needs to be replaced.	\$100,000	Tech Fund
Equipment Maintenance	Unforeseen time and materials costs of keeping certain technical equipment in good working condition.	\$20,000	Tech Fund
Software Purchases and Enhancements	This funding is needed to purchase software licenses or to enhance Registry of Deeds software.	\$300,000	Tech Fund

Electronic Recording	This funding is needed for electronic recording of government entities and land transactions	\$30,000	Tech Fund
Consulting/ Salaries	Continuous technology support services are provided by way of technology consulting and salaries.	\$171,000	Tech Fund

Long Term Vision and Goals

It is the long term goal of the Secretary of the Commonwealth to standardize on a single Land Recording system with a common Internet public search. Other long term goals include:

1. Consolidation of physical servers to virtual environments;
2. Expanding electronic recording to qualified vendors and allowing government to government submissions;
3. Continue the disaster recovery portion of the 2nd Data Center for network and server redundancy to support all Registry infrastructure;
4. Centralized backup, storage and image archiving to eliminate tape backups; and
5. Identifying ROD locations to provide business continuity in the event of a disaster or loss of a Registry of Deeds location.

Support Contracts

Purpose	Description	Cost
Telecommunications	ROD Telephone technical support services.	\$60,000
Telecommunications	ROD network support and engineering services	\$25,000
Telecommunications	ROD Nortel and AVAYA Maintenance services	\$25,000
Internet	Internet service for Mass Land Records	\$35,000
Network	Network Security Support and Maintenance Services	\$100,000
Network	MPLS service for Deeds Network	\$250,000
Maintenance	Server maintenance and support	\$20,000
Software Maintenance	20/20 software maintenance for www.MassLandRecords.com	\$30,000
Disaster Recovery	ACS sites nightly backups and services to restore alternative hardware	\$102,543.92

Secretary of the Commonwealth Registry of Deeds Technology Plan

Northern Berkshire Registry of Deeds

Prepared

January 18, 2017

Contents

- Introduction 3
- Registry Overview 3
 - Register 3
 - Document Metrics 3
- Current Workflow 3
- Registry IT Initiatives 3
 - Recent and Current Projects or Initiatives 3
 - Please Describe Your Long Term Vision and Goals 4
- Current Technology 4
 - Software Environment 4
 - Desktop Environment 5
 - Peripheral Equipment 5
- Support Contracts and Vendors 6

Introduction

This document serves to satisfy the Registry IT Plan requirements set forth in 950 CMR 120. The Registry IT Plan is to include the following sections: Registry Overview, Current Workflow, Registry Initiatives, Current Technology, Business Continuity Plan, and Support Contracts.

Registry Overview

Register

Frances T. Brooks – Register of Deeds for 13 years. Previous to being elected, I was appointed as Acting Register due to the resignation of the previous Register. Previous to that appointment I worked many years through the levels from Junior Clerk to Assistant Register.

Document Metrics

Total Recorded Books: (Open Records) 1614

Total Registered Books: (Land Court) 24

Total indexed documents to date: 395,626 (includes Open Records, Registered Land, and Surveys)

Total books scanned to date: 1638 which includes Registered Land (Continuing back index)

(Please provide your daily transactions processed)

Approximately 20 – 200 transactions per day depending on time-share condominium recordings

Current Workflow

(Please describe your current workflow for recording documents scan and return, batch scanning or mixed. Please summarize the key functional steps performed)

Recording is performed at the front desk for open records. Then the documents are checked for errors or omissions, the notary seals are smudged to be exactly as the original document presented for recording and then the documents are indexed and scanned from the originals. Once this process has been completed, an employee or employees, depending on volume, now verifies the image and index of the recorded/scanned document. Once verified the original is returned to the customer. Daily mail is processed in the same manner. Then a report is produced so that the documents can be marginally referenced in the books.

Registry IT Initiatives

Recent and Current Projects or Initiatives

(Please provide a list of recent and planned projects for your Registry – Project name, purpose, cost, funding source)

Project Name	Purpose/Goal	Cost	Funding Source
IT Salaries	Current and daily operations	\$148,083.66	Tech Fund
Image grantor/grantee index cards	Assure that all records are digitized and in the computer data base, not only for protection but to aid the title searcher when doing a title search on mass land records	\$25,000.00	Tech Fund

Please Describe Your Long Term Vision and Goals

(Please summarize your technology initiatives as they relate to improving the efficiency and/or effectiveness of your operation.)

The long term vision and goals are hard to predict at this moment because of the budget controls. We want to continue being a user-friendly Registry of Deeds and continue to give the personal service that our customers are accustomed to. We pay attention to detail to be efficient and we do not want to let that slide down the scale. We also are looking to back index all of our records in order to maintain this level of service. In order to do this, we need to be assured that our current level of employees will be maintained.

Current Technology

Software Environment

(Describe your land recording software, please include vendor name, product name, version, functions performed, data base technology used, Operating System used)

Vendor Name	ACS
Product Name	20/20
Version	20/20 Perfect Vision
Operating System	Windows 7
Data Base Technology	SQL Server
Image File Type	TIF
Number of Users	6
Functions/Modules Used:	e.g. Registered Land/Recorded Land, Cashiering, Index & Search

(Describe other software in use such as MS Exchange, Outlook, MS Office, etc.)

Product Name	Vendor	Version	License Type (site or per user)	Number of Users
Microsoft Office		2007		6

Desktop Environment

(Please describe your existing desktops by area/function, please include counts, make, model and OS version)

Area/Function	Count	Make and Model
Front end counter/cashiering	2	Hewlett Packard
Label printers	2	Cognitive Solutions Inc.
Receipt printers	2	TPG
Land Court Office/cashiering	1	Hewlett Packard
Label printer	1	Cognitive Solutions Inc.
Receipt printer	1	TPG
Employee desks: indexing, key verify and search	6	Hewlett Packard
Bank deposit	1	Hewlett Packard-Pro Desk
Scanning-back indexing, verification and search	3	Hewlett Packard
Scanning – wide format scanner/plotter	1	HP/Xerox
Public search	3	Hewlett Packard
Assessors maps	1	Hewlett Packard

Peripheral Equipment

(Please list all scanners and printers in use by make, model and year purchased if known)

Make and Model	Count	Year Purchased	General Condition
Scanners: Fujitsu-FI6770	1	2013	Excellent (new)
Kodak i1420	1	2011	Excellent (new)
Xerox 510 Wide format	1	2006	Good
Fujitsu-FI6402	4	2014	Excellent (new)
Printers:			
HP Laser Jet P4015TN	1	2011	Excellent (new)
HP Laser Jet P3015	2	2013	Excellent (new)
Xerox 510 Wide Format	1	2006	Good

HP Laser Jet 700-M712	1	2014	Excellent (new)
-----------------------	---	------	-----------------

SUPPORT CONTRACTS AND VENDORS

<u>VENDORS</u>	<u>PURPOSE</u>	<u>COST</u>
ACS	Annual software maintenance fees	\$6,000
New England Archives	Reproducing film off CD and storage of same	\$3,500
GA Blanco/WB Mason	Scanner maintenance kits, toner cartridges & supplies	<u>\$10,000</u>
<u>TOTAL:</u>		\$19,500

**Berkshire Middle District Registry of Deeds
Patricia M. Harris, Register**

Technology Fund Request for CY2017

Social Security Number Redaction software	\$10,000.00
Tech Employee Salary	\$75,500.00
Disaster Recovery	\$15,000.00
ACS/Xerox 20/20 Maintenance	\$10,000.00
Website Maintenance/Consultant	\$3,500.00
Pittsfield Pipers (a/c unit in server room)	\$1,996.00
Total	\$115,996.00

Dated: February 1, 2017

**Southern Berkshire Registry of Deeds
Technology Fund Proposal - CY 2017**

Proposed Item	Estimated Cost
Information Technology Salaries	61,979.00
Disaster Recovery with Advanced Computer Services	12,000.00
Software Maintenance with ACS/Xerox	6,000.00
TOTAL	79,979.00

Northern Essex Registry of Deeds	
Technology Fund Plan CY2017	
Item	Amount
Service and support for IBM AS400 and all other equipment	\$6,500.00
Disaster Recovery and Database Replication	\$ 10,360.00
Funding for three Registry Employees	\$ 191,581.78
Annual Browntech support	\$ 16,140.00
Microfilm Storage	\$ 1,600.00
Microfilm creation	\$ 20,000.00
Maintenance and support of Kip Plan Machine and Copy machines	\$ 3,120.00
Maintenance of Ricoh Copy Machine and Software support	\$ 450.00
Software and Implementation to mirror Hampden in duplicating images	\$ 25,000.00
TOTAL TECH FUND REQUEST	\$274,751.78

Essex South Registry of Deeds

Tech Fund CY 2017 request

IT Payroll	307,972	
AIT	57,500	Maintenance
Iron Mountain	15,000	Disaster recovery storage
AIT	32,000	Link Registered Land eRecordings to Recorded Land eRecordings
AIT	17,400	Integrate Norfolk/Ipswich/Deposition/Polk Books
AIT	3,400	Add Conveyance Search to Current Homeowner's Search
FTG	5,447	3 Monitor's replaced
Comcast	<u>5,000</u>	Internet services

Total Tech Fund CY 2017 Request

\$ 443,719



The Commonwealth of Massachusetts
William Francis Galvin, Secretary of the Commonwealth

Scott A. Cote, Register of Deeds
Franklin District Registry of Deeds

Commonwealth of Massachusetts
Office of the Secretary of State
One Ashburton Place
Boston, MA 02108
Attn. Mr. David Kazis

RE: Franklin County Registry of Deeds

To Whom It May Concern,

Calendar year 2017, the Franklin County Registry of Deeds requests the following expenditures from the Technology Fund Account:

All disaster recovery contractual obligations; and
All ACS maintenance software contractual obligations (approx. \$6,500).

Sincerely,

A handwritten signature in blue ink, appearing to read "Scott A. Cote".

Scott A. Cote
Franklin County Register of Deeds

TECHNOLOGY FUND CY 2017 REQUEST

HAMPDEN COUNTY REGISTRY OF DEEDS

1. Disaster Recovery	\$ 52,440.00
2. IT Salaries	\$179,935.34
TOTAL REQUEST	\$232,375.34

ITEM	TOTAL VALUE
ACS Enterprise Solutions Inc Software Maintenance	\$ 6,000.00
DataBank IMX - Annual Maintenance and Supplies for Xerox 6204 Wide Format Printer/Scanner	\$ 1,600.00
Town Book Bindery	\$ 2,500.00
New England Archives - Microfilm processing and storage	\$ 5,500.00
Disaster Recovery	\$ 12,000.00
Back indexing	\$ 4,000.00
Electronic Notarization legislation and conference	\$ 2,600.00
Programming ACS/E-recording in Land Court	\$ 15,000.00
A/C maintenance and repair for server room	\$ 1,100.00
Website development	\$ 5,000.00
TOTAL EXPENSES	\$ 55,300.00

Middlesex North Registry of Deeds		
Technology Fund Request for CY 2017		
<i>Item#</i>	<i>Description</i>	<i>Amount</i>
1	Annual software maintenance for ACS system	\$ 17,196
	Total	\$ 17,196

MIDDLESEX SOUTH REGISTRY OF DEEDS

CY17 TECH FUND - 2.2.2017

Project	Purpose/Goal	Cost	
IT Salaries	Operations	\$ 322,699.17	
Software Maintenance 20/20 System	Software Support	\$ 84,000.00	
Disaster Recovery Services	Operations	\$ 12,000.00	est.
Informational Screens	Public Access	\$ 8,000.00	est.
Telephones	Operations	\$ 6,500.00	
Fax lines	Operations	\$ 100.00	
Professional Services - Phones, Faxes, Cables, etc.	Operations	\$ 8,000.00	est.
Comcast - Cable	Public Access	\$ 2,400.00	
LR Consultant	Operations	\$ 41,400.00	est.
Land Court Case Plans - Digital Conversion	Operations	\$ 50,000.00	est.
Mailing Machine Lease (377*60)	Equipment Lease (1 year)	\$ 4,524.00	est.
2 Printer/Scanner All-in-one's	Equipment	\$ 25,000.00	
Replace/Repair Equipment	Equipment	\$ 28,000.00	est.
		\$ 592,623.17	



The Commonwealth of Massachusetts

Stephen J. Murphy
Register of Deeds
Suffolk Registry of Deeds

Telephone: (617) 788-8575
Facsimile: (617) 720-4163
Email: Suffolk.Deeds@sec.state.ma.us

Edward W. Brooke Courthouse
24 New Chardon Street
Boston, MA 02114-9660

March 14, 2017

Mr. Paul McCarthy
Director - Registries of Deeds
Office of the Secretary of the Commonwealth
One Ashburton Place – 17th Floor
Boston, MA 02108

Re: Technology Fund Proposal for Calendar Year 2017

Dear Mr. McCarthy:

The Suffolk Registry of Deeds Technology Fund request for Calendar Year 2017 is as follows:

1. **Back Indexing**

This coming year, the Registry would like to hire an outside vendor to index and link 1970, 1971 and 1972 – approximately 60,000 documents. To this end, the Registry would like to bid out a request for proposals to any and all vendors to perform the back indexing and linking. The cost of the project is approximately - **\$125,000.00**

2. **Registered Land Certificates**

The Land Court section of the Registry has over 4,000 certificates that need to be reviewed and approved. The Registry would request funding from the Technology Fund to approve these certificates and make them available online and at the Registry. To that end, the Registry would need to retain the services of several attorneys on a contract basis. The cost of the project is approximately - **\$170,000.00**

3. **Microfilm**

The Registry has concerns about the overall quality and integrity of our old microfilm. To this end, the Registry would like to bid out a request for proposals to any and all vendors to scan the grantor/grantee indexes at the Registry from 1900 to 1970, make them available on both the internal ACS system and the internet, and convert the electronic images to microfilm or an acceptable alternative. If the project can be done in-

house at the State Archives substantial savings could be achieved. The cost of the project is approximately - **\$100,000.00**

4. **IT Salaries**

The Registry would request that two information technology positions continue to be paid out of the Technology Fund. The first position is the MIS Director and the second position is the Technical Assistant. The grand total for salaries requested - **\$178,456.08**

5. **ACS Software**

The Registry would request that the licensing fee for the ACS software which runs the recording system at the Registry and at masslandrecords.com be paid out of the Technology Fund. The grand total requested is **\$45,000.00**

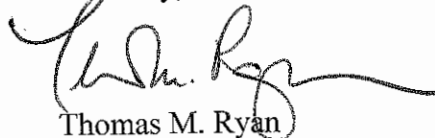
6. **Disaster Recovery**

The Registry would request that the Registry's share of the Disaster Recovery Plan for the ACS system and masslandrecords.com be paid out of the Technology Fund. The grand total requested is **\$14,000.00**

7. **Conclusion**

The above projects and technology expenditures can only be completed in a timely manner and/or funded with the assistance of Technology Funds. The grand total requested is - **\$632,456.08**. If you have any questions or concerns please feel free to contact me at 617-788-6275 at your earliest convenience.

Sincerely,



Thomas M. Ryan
First Assistant Register
Suffolk District

Worcester South Registry of Deeds

CY2017 Tech Fund Request

Project Name	Purpose/Goal	Cost	Funding Source
IT Department	IT Manager to manage, maintain and troubleshoot the Data Base, create reports and files sent to all Assessors, microfilming of tiff images, and all IT functions associated with the Registry of Deeds	\$112,467.16	Tech Fund
Disaster Recovery Data Backup	To have Worc South database backed up at location other State Registries are currently utilizing.	\$25,000.00	Tech Fund
Software Maintenance	Annual Software Maintenance Fee	\$45,000.00	Tech Fund
Web Design Update	Re-design and update of Worcester Deeds	\$7,000.00	Tech Fund
Application for Mobile devices	To create an application for mobile devices to access Mass Land Records and Worcester Deeds	\$5,000.00	Tech Fund
Book Scanning Project	178 Historical books to be scanned from books due to poor quality when images were created from microfilm	\$53,400.00	Tech Fund

**WORCESTER NORTH REGISTRY OF DEEDS CY2017 TECH FUNDS
0540-2000**

PROJECT NAME	PURPOSE/GOAL	COST	FUNDING SOURCE
IMAGING	Scanner Lease and Maintenance	\$ 4,865.00	TECH-FUND
XEROX-ACS	Filming of maps	\$ 1,000.00	TECH-FUND
INTERNET SERVICES	Provides Information Technology	\$ 11,716.00	TECH-FUND
BROWNTech SOFTWARE LICENSE AND SUPPORT	Software support for operating system	\$ 18,000.00	TECH-FUND
MICROFILMING	Microfilm Processing and Creation	\$ 10,500.00	TECH-FUND
DISASTER RECOVERY AS400	Secure recorded data in the event of disaster	\$ 38,500.00	TECH-FUND
MICROFILM STORAGE	Microfilm Storage and Preservation	\$ 9,000.00	TECH-FUND
POSTAGE	Postage Equipment	\$ 5,000.00	TECH-FUND
TOTAL	2017	\$ 98,581.00	TECH-FUND