

GSCCCA Document Imaging System Image Requirements Specification

**Georgia Superior Court Clerks'
Cooperative Authority**

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Introduction

Purpose

The purpose of this document is to present the specifications which define the image file format requirements of the Georgia Superior Court Clerks' Cooperative Authority (GSCCCA, or Authority) Document Imaging System (System). Its intended use is to provide sufficient information for any party interested in supplying document image files for the System.

General Description

Superior Court Clerks may elect to participate in the Document Imaging System with the GSCCCA. Participating Superior Court Clerks, or their designee, shall be responsible for digitizing, tagging, and delivering of the image files to the Authority. The requirements outlined in this document are for defining the image file format to be used in the System. An overview of the complete Document Imaging System will be found in *GSCCCA Document Imaging System – System Specification*.

Document Image File Requirements

Introduction

The image collection process will require the consolidation of all applicable deed, UCC, and Notary certificate images from all county Superior Courts in the State of Georgia into a central computer to create an online image repository to augment the existing UCC and Statewide Deed Index systems. Data will be collected by the delivery of physical discs containing image files. These files are referred to in this document as image files and are described below. Creation of these files may be from the county courthouses or from the appropriate vendor or agent performing such operations for one or more counties. The image files will be validated by the Authority as described below. All data within the image files, when delivered for incorporation in the Document Imaging System, should be approved by the county of origin for public release.

Format

The image files shall be electronic computer files composed in the TIFF, CCITT Group 4 format. Images must be black and white, and scanned at a resolution of 200dpi. Each image file shall correspond to exactly one page of paper documentation (e.g., single page TIFFs).

Delivery

The Authority has established a FTP server to be used for the transmission of document images on a daily basis. The FTP server is available 24/7 and is the only approved method of transmitting image data to the Authority. Access to the FTP server is available over the Authority internal network as well as the Internet.

File Naming Standards

Images uploaded to the Authority FTP server should be named in such a way to guarantee uniqueness. For this reason, the Authority has adopted the following naming standard for all images delivered via FTP

typecccbppppp.tif

*where: type is the document type (ex. deed, lien, plat, etc)
ccc is the 3-digit county code
bbbb is the 5-character book
pppp is the 5-character page*

Account Establishment

As previously stated, images are to be delivered to the Authority electronically using FTP. Prior to submitting image data to the Authority FTP server, it is necessary to establish a FTP account on the Authority server. Image suppliers may request a single account, or separate accounts for each customer they serve. Accounts can be requested by contacting the Authority helpdesk at help@gsccca.org. When requesting an account, please provide the desired username, password, and an email address image transmission reports generated by the Authority system can be sent.

Image FTP Procedure

The procedure listed below is a high level procedure for transmitting images to the Authority FTP server. If more detailed instructions are required, please contact help@gsccca.org

1. Use FTP to connect to **imageFTP.gsccca.org**
2. Login to the server using the credentials established when you setup your Image FTP account.
3. Set the transfer mode to binary (bin command)
4. Upload the images to the server
5. Logout
6. After a predetermined amount of time following the last write to the image FTP server (currently five minutes), an email will be generated describing the files received during the last session. The report will identify any images accepted, as well as all rejected images with problem descriptions. **REJECTED IMAGES MUST BE CORRECTED AND RETRANSMITTED.**

Image Header Data

Imbedded in each image will be a collection of standard TIFF compliant tags. Each county or its vendor shall add the tag information to the image files before delivery to the System.

The TIFF tags are defined for each document type as follows:

Tag Number	Tag Name	Use	Data Type	Range/Format
269	Document Name	Identifies the image using document type, book, page, and county code. The following format should be used:	ASCII	doctype\ccc\bbbb\ppppp[a] Valid doc types: deed, plat, lien
315	Artist	Vendor Name	ASCII	
37572	PreviousPage	Page of previous Deed document. Required for all books or pages that utilize non-standard numbering (such as alpha characters, decimals, etc).	ASCII	doctype\ccc\bbbb\ppppp[a] Valid doc types: deed, plat, lien
37574	NextPage	Page of next Deed document. Required for all books or pages that utilize non-standard numbering (such as alpha characters, decimals, etc).	ASCII	doctype\ccc\bbbb\ppppp[a] Valid doc types: deed, plat, lien
37577*	ReceivedDate	Date document entered into central imaging system	ASCII	YYYY:MM:DD HH:MM:SS
37578*	GSCCCAID	Unique ID within the System	Long	

*denotes information supplied by the Authority at the time of import

Image Billing

In order to assist reconciling images with vendor invoices, the Authority requires specific information be supplied with every bill. Specifically, the vendor will be asked to provide a recap sheet for that month's indexing which should show a breakdown of all images delivered to the Authority. The following information should be included in the billing breakdown per image transmission:

Transmit Date
Instrument Type (only include billable instrument types)
County
Book
Pages per book
Instruments per book
Total Instruments transmitted

The Authority will pay vendor invoices once a month.

Transmission Frequency

Image files shall be digitized by each county and delivered to the Authority when such documents are indexed. The Authority shall digitize notary certificates as they are received by the Authority from each county.

Validation

Images delivered to the Authority will be validated as to compliance with the above specifications. Counties submitting invalid image files will be notified in a manner to be determined by the Authority. Invalid image files shall be resubmitted in a valid format.

APPENDIX A. Georgia Counties and County Codes

Code	County	Code	County	Code	County	Code	County
001	Appling	041	Dade	081	Jefferson	121	Richmond
002	Atkinson	042	Dawson	082	Jenkins	122	Rockdale
003	Bacon	043	Decatur	083	Johnson	123	Schley
004	Baker	044	Dekalb	084	Jones	124	Screven
005	Baldwin	045	Dodge	085	Lamar	125	Seminole
006	Banks	046	Dooly	086	Lanier	126	Spalding
007	Barrow	047	Dougherty	087	Laurens	127	Stephens
008	Bartow	048	Douglas	088	Lee	128	Stewart
009	Ben Hill	049	Early	089	Liberty	129	Sumter
010	Berrien	050	Echols	090	Lincoln	130	Talbot
011	Bibb	051	Effingham	091	Long	131	Taliaferro
012	Bleckley	052	Elbert	092	Lowndes	132	Tattnall
013	Brantley	053	Emanuel	093	Lumpkin	133	Taylor
014	Brooks	054	Evans	094	Macon	134	Telfair
015	Bryan	055	Fannin	095	Madison	135	Terrell
016	Bulloch	056	Fayette	096	Marion	136	Thomas
017	Burke	057	Floyd	097	McDuffie	137	Tift
018	Butts	058	Forsyth	098	McIntosh	138	Toombs
019	Calhoun	059	Franklin	099	Meriweather	139	Towns
020	Camden	060	Fulton	100	Miller	140	Truetlen
021	Candler	061	Gilmer	101	Mitchell	141	Troup
022	Carroll	062	Glascok	102	Monroe	142	Turner
023	Catoosa	063	Glynn	103	Montgomery	143	Twiggs
024	Charlton	064	Gordon	104	Morgan	144	Union
025	Chatham	065	Grady	105	Murray	145	Upson
026	Chattahoochee	066	Greene	106	Muscogee	146	Walker
027	Chattooga	067	Gwinnett	107	Newton	147	Walton
028	Cherokee	068	Habersham	108	Oconee	148	Ware
029	Clarke	069	Hall	109	Oglethorpe	149	Warren
030	Clay	070	Hancock	110	Paulding	150	Washington
031	Clayton	071	Haralson	111	Peach	151	Wayne
032	Clinch	072	Harris	112	Pickens	152	Webster
033	Cobb	073	Hart	113	Pierce	153	Wheeler
034	Coffee	074	Heard	114	Pike	154	White
035	Colquitt	075	Henry	115	Polk	155	Whitfield
036	Columbia	076	Houston	116	Pulaski	156	Wilcox
037	Cook	077	Irwin	117	Putnam	157	Wilkes
038	Coweta	078	Jackson	118	Quitman	158	Wilkinson
039	Crawford	079	Jasper	119	Rabun	159	Worth
040	Crisp	080	Jeff Davis	120	Randolph		