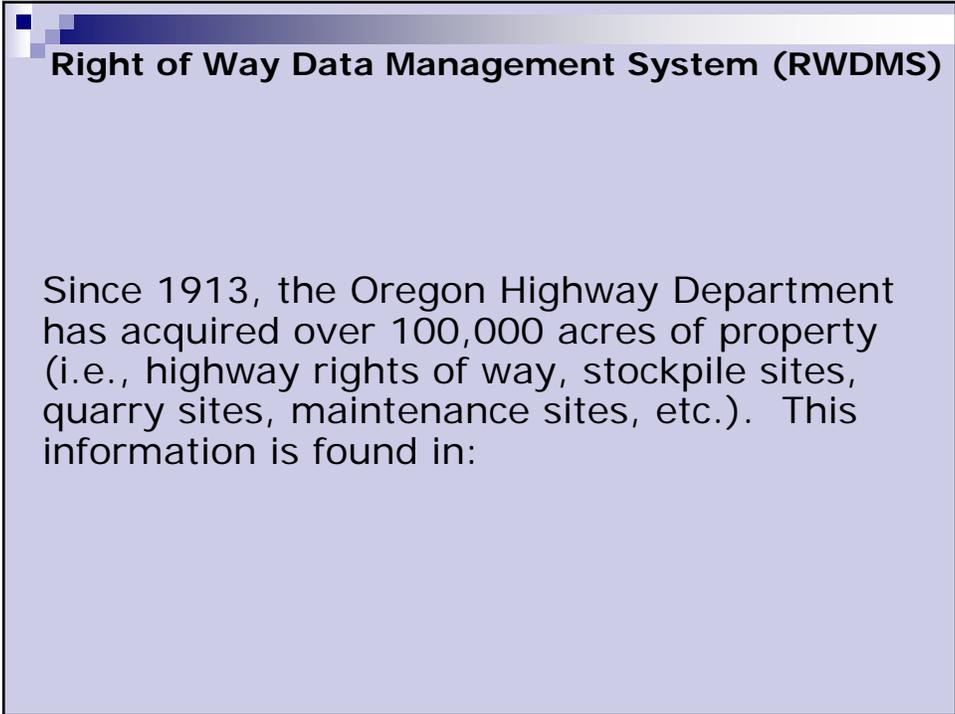




**Right of Way Data  
Management System  
(RWDMS)**



**Right of Way Data Management System (RWDMS)**

Since 1913, the Oregon Highway Department has acquired over 100,000 acres of property (i.e., highway rights of way, stockpile sites, quarry sites, maintenance sites, etc.). This information is found in:

**Right of Way Data Management System (RWDMS)**

30,000 General Files



140,000 R/W Files



**Right of Way Data Management System (RWDMS)**

17,000 R/W Maps



13,000 Sets Of Contract Plans



**Right of Way Data Management System (RWDMS)**

Over the years, some of these properties are declared excess and become available for sale or lease. This generates approximately \$5 million in annual revenue to the Agency.

ODOT's Right of Way Section manages and tracks the sale or other disposition of these excess properties with the use of an automated Property Management Inventory (PMI) database.

**Right of Way Data Management System (RWDMS)**

Approximately 10% of the property information is contained in the PMI database. Considerable staff research time is used to search the paper files and maps to identify the extent of excess properties which may be available to sell or lease, and to respond accurately to excess property questions and requests from citizens, legislators, contractors, and other agencies.



### **Right of Way Data Management System (RWDMS)**

In February of 2005, ODOT's Technical Services Branch and Executive Management met to discuss the situation. Right of Way Section management recommended the development and installation of an Electronic Document Management System (EDMS) for the electronic cataloguing of ODOT property data and files.



### **Right of Way Data Management System (RWDMS)**

The proposed system would:

1. Capture electronically ODOT properties.
2. Identify excess properties.
3. Potentially generate additional annual revenues of \$1.5 million dollars.

The projected expenditure for the EDMS was \$5.7 million dollars. However, by being able to electronically capture the full extent of ODOT properties, additional income generated from surplus property sales was anticipated to offset some or all of the cost.

The EDMS was approved, and named the Right of Way Data Management System

### **Right of Way Data Management System (RWDMS)**

The Right of Way Data Management System has three main areas of focus:

1. Convert and Index Right of Way (R/W) engineering and general business maps and documents (i.e., deeds, easements, roll maps, resolutions, contract plans, various agreements, etc.):
  - Convert older electronically stored microfilm/microfiche media
  - Make maps, documents, and media available online for use by R/W HQ personnel, R/W Property Management, Region R/W personnel, surveyors, property agents, engineers, contractors and others

### **Right of Way Data Management System (RWDMS)**

The Right of Way Data Management System has three main areas of focus:

2. Capture and catalogue into an inventory database important property ownership information contained in key documents and concurrently purge the remainder of paperwork contained in files:
  - Maximize the quality of information captured for sharing with the Internal and External Stakeholders (Community of Interest)
  - Incorporate a data management system that integrates with other ODOT fixed asset systems
  - Automate selected manual workflow processes (i.e., appropriate Right of Way operations such as acquisition, access, and property management)

### **Right of Way Data Management System (RWDMS)**

The Right of Way Data Management System has three main areas of focus:

3. Use this initiative as the baseline foundation for enterprise wide automated document storage, retrieval and workflow processing:
  - Develop and implement the supporting Electronic Document Management System infrastructure (capture, indexing, management, processing, storage and retrieval)
  - Reuse the processes, procedures, templates and guidelines developed in this initiative for future imaging projects
  - Serve as a basis for setting ODOT standards for imaging & workflow projects

### **Right of Way Data Management System (RWDMS)**

The project will consist of at least two distinct phases. Phase One is ongoing now and in the construction stage. Phase Two will be initiated soon and initially run parallel to Phase One.

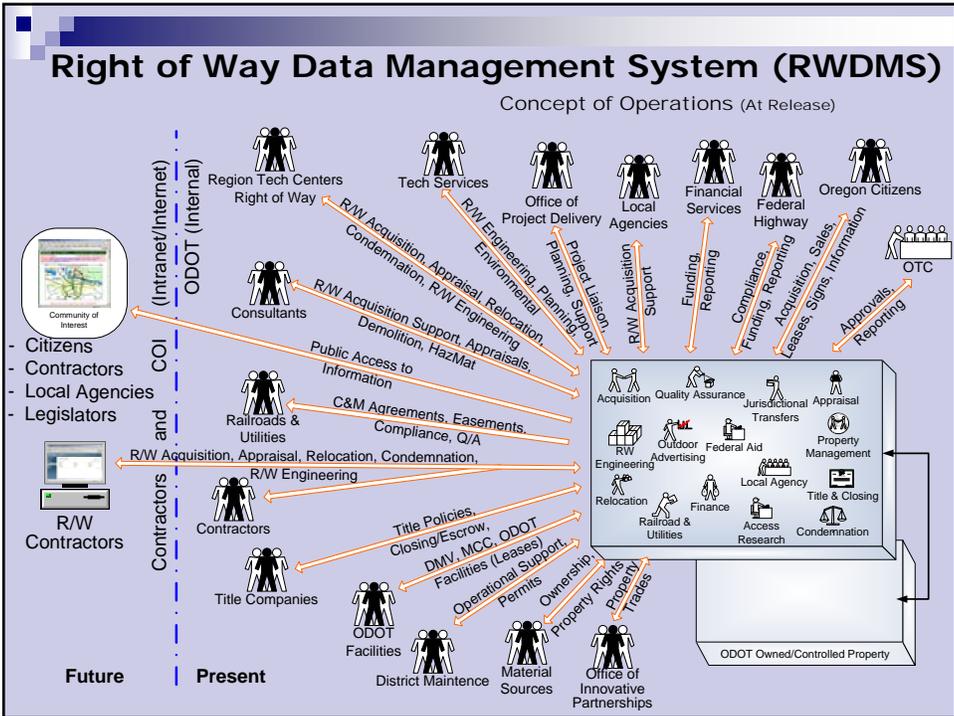
#### **Phase One Components**

- Ramp up the EDMS initiative (completed)
- Prepare and scan RW files (ongoing)
- Build and Start index/data capture (March)
- Build FileNet system infrastructure (hardware and software purchased)
- Institute GIS access to data/files (August)
- Automate the select workflow (in planning)

## Right of Way Data Management System (RWDMS)

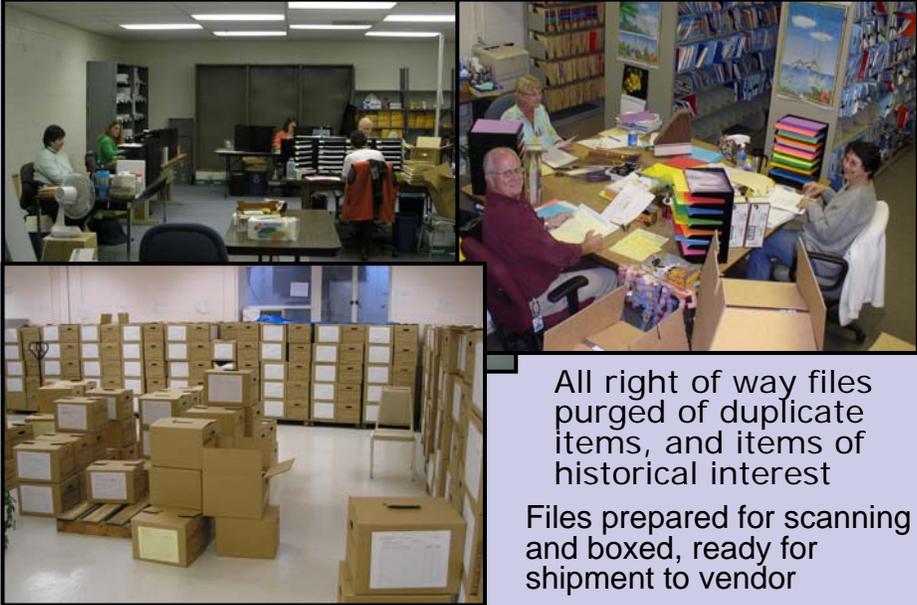
**Phase Two Components**

- Conduct workflow analysis for all RW processes
- Map out and plan remainder of the business process automation
- Develop a new Conceptual Data Model (HRAIN) and transition to new database
- Design and plan outside contractor access to the system
- Take GIS to level 2 detail.





### Right of Way Data Management System (RWDMS)

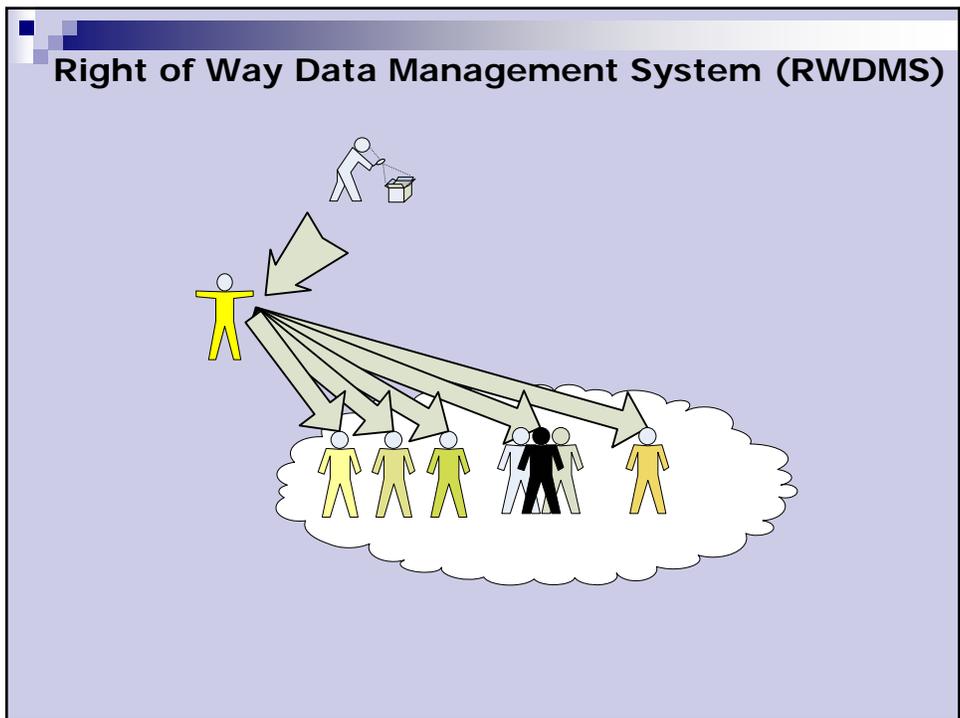
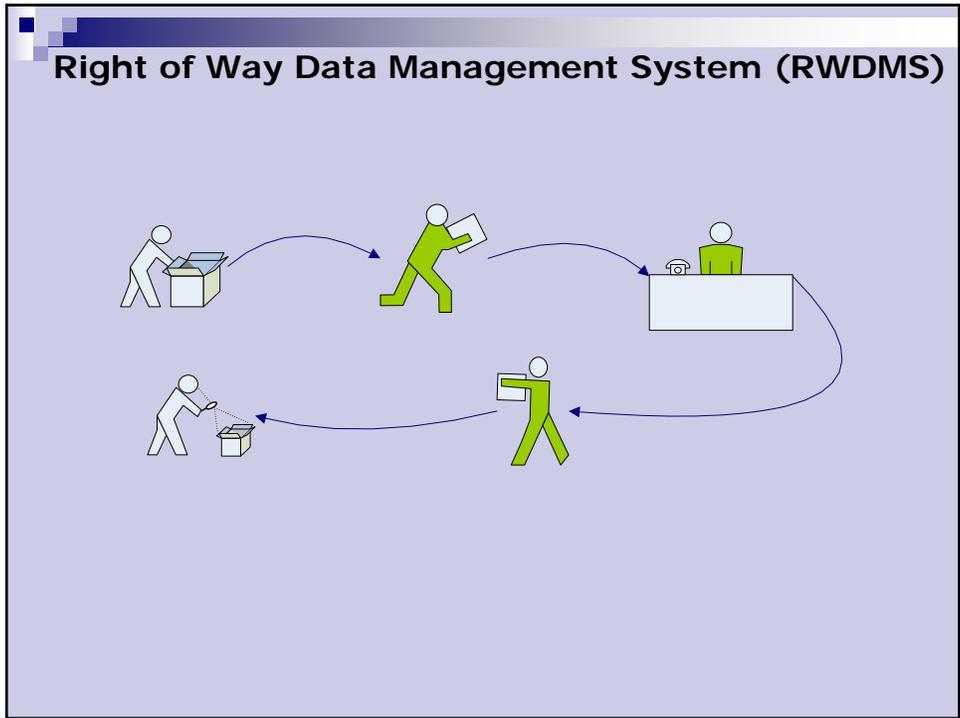


All right of way files purged of duplicate items, and items of historical interest

Files prepared for scanning and boxed, ready for shipment to vendor

### Right of Way Data Management System (RWDMS)





Files are sent  
to Scan Vendor

## Right of Way Data Management System (RWDMS)

**Data Capture Field Definitions**

Common Field Name	Mandatory	Context
File #	yes	All Files
Duplicate File # 's	yes	All RW Files
Other File #	yes	All RW Files
Grantor(s)	yes	All RW Files
Hwy Name	yes	All Files where data is displayed on cover, FR
Hwy #	--	
Hwy Section	yes	All Files where data is displayed on cover, FR
City	yes	All Files where data is displayed on cover, FR, deed
County	yes	All Files
Map #	yes	All RW Files
Map # (Other)	yes	All Files where data is displayed on cover, FR, deed
Be Eng Station	no	If available on cover or FR
End Eng Station	no	
Be Mile Post	no	If available on cover or FR
End Mile Post	no	
Township		All Files
Range		All Files
Section	yes	All Files
¼ Section		All Files where data is listed to the 1/8 <sup>th</sup> Section. (1)
Other Description (Lot/Block)	yes	All files where data is listed and TRS is not. (2)
Site Name/Address	no	If listed on cover
Acquisition Purpose	yes	All RW Files
Acquisition Date	yes	All RW Files
Acquisition Cost Fee	yes	
Acquisition Cost		All RW Files. (6)
Easement		
Acquisition Area Fee	yes	
Acquisition Area	yes	All RW Files. (6)
Easement		
Acquisition Document Book-Page/Recording #	yes	All original acquisition documents. (3)
Access Type	yes	If listed on FR
Title Type	yes	All RW files

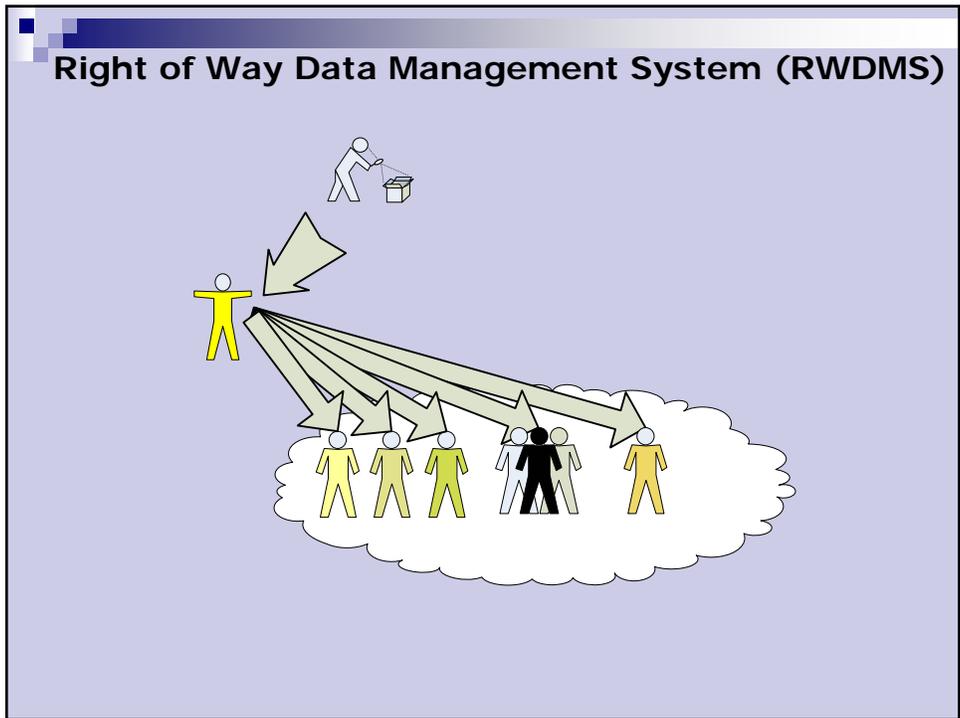
  

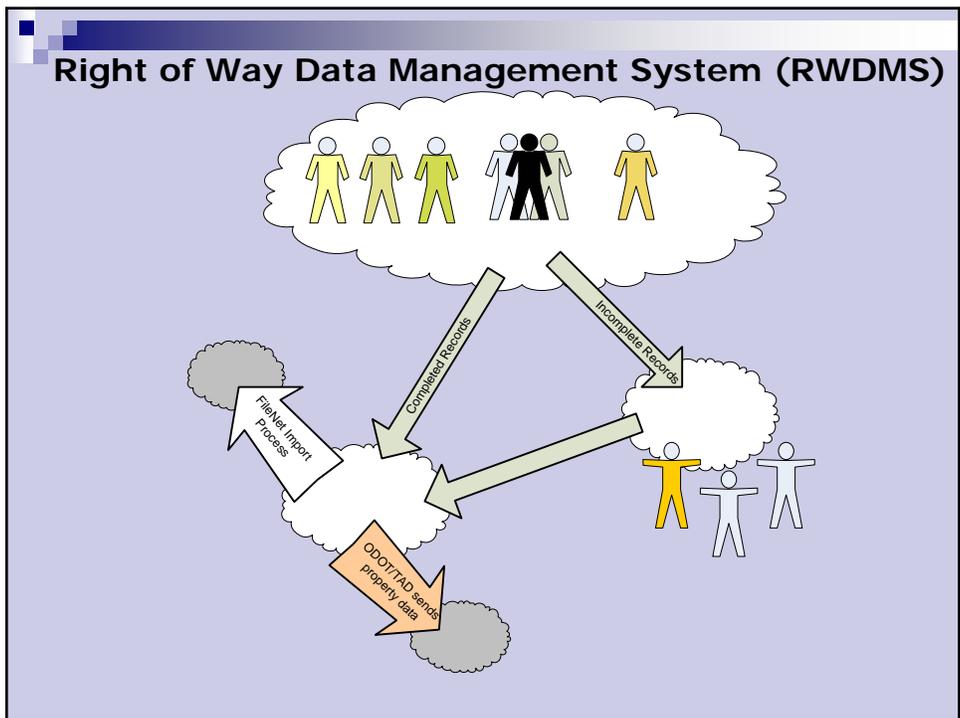
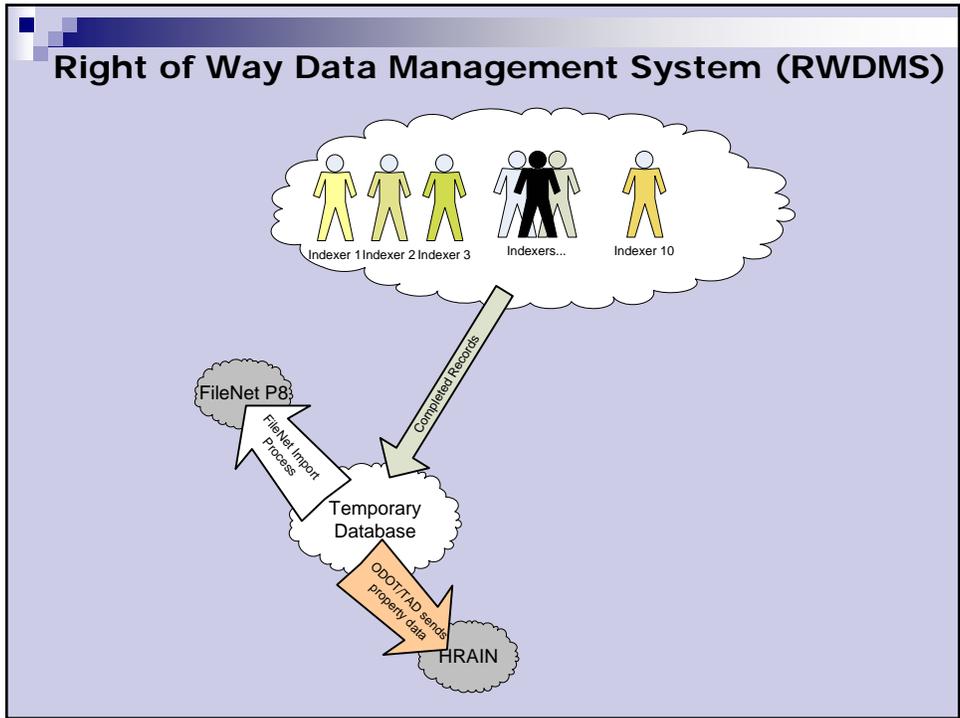
Flag Field	Mandatory	Context
Easement	no	
Structure		
Condemnation	yes	All RW files (4)
Timber	yes	All RW files if listed on cover or FR
Water rights		
Hazmat	no	
Uneconomic Remainder	yes	All RW files if listed as such on FR
Wetland	no	
Mineral Rights		
Indenture/Grant	yes	All RW files if it contains "Conveyance_Access"
Research	Yes	All RW files if it contains doc type "research"
Material Source	Yes	All RW files where listed. (5)
PM Data	yes	All RW files if it contains doc type "Property Management Package"
Excess	yes	All RW files if listed as such on FR

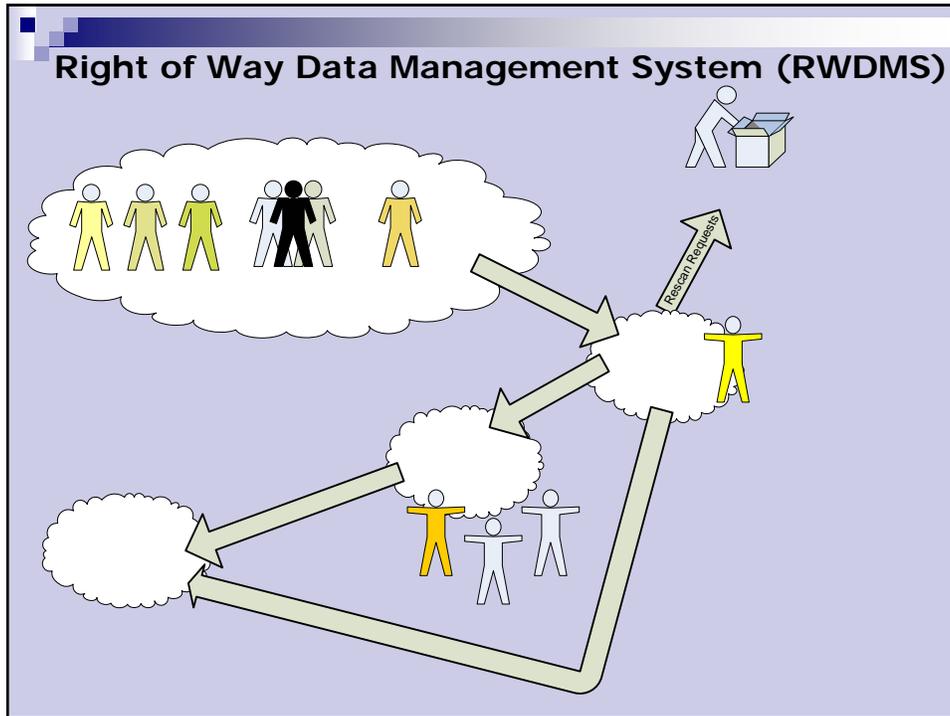
  

**Sold Data**

Common Field Name	Mandatory	Context
Sold Date	yes	
Sold Amount Fee	yes	
Sold Amount Easement	yes	
Sold Area Fee	yes	All RW files that contain doc type "Conveyance_Sale Deed (6)
Sold Area Easement	yes	
Sold Doc Book/Page	yes	
Grantee	yes	







**Right of Way Data Management System (RWDMS)**

The key project sponsor of the Right of Way Data Management System project (RWDMS) is the Technical Services Branch, Right of Way Section. To date a Steering Committee has been formed, a Project Team is in place, and Phase One is underway.

er 1 Indexer 2 Indexer

**Right of Way Data Management System (RWDMS)**

The major milestones of Phase One of the project include:

- Develop the list of project deliverables and schedule (completed)
- Develop the detailed business and user requirements (completed)
- Develop the system specifications and customizations for the EDMS (completed)
- Obtain an EDMS and construct the system (FileNet) (currently underway)
- Conduct acceptance testing of the automation solution and place it in production

**Right of Way Data Management System (RWDMS)**

The current estimate for initial production readiness of the system is targeted for August 2006, with back-filing of all files and maps taking an additional 2 years to achieve 100% data collection.

### **Right of Way Data Management System (RWDMS)**

Various resources are in place to achieve the goal of constructing and implementating this project:

- Information Systems has dedicated a full time Project Manager, 3 full time Analysts and Developers, and partial hours for at least 3 other resources.
- R/W has a full time Systems Manger dedicated to the project, a backfill LD to fill the gap, 7 full time temps working to prepare documents for scanning, and partial hours for management oversight and project support by several staff.

### **Right of Way Data Management System (RWDMS)**

Various resources are in place to achieve the goal of constructing and implementating this project:

- The project has leased the Sunstone Building (1144 Center St.) and nearly completed Tenant Improvements to house 14 additional staff including 2 Limited Duration Lead Workers, 10 Indexing/Data Capture temps and 2 File/Property Research temps.
- The project has hired HBMG Inc., a FileNet Consultant to assist with building and implementing the system. They are providing Installation, program and development support on the Software installation and on the Backfile indexing operation. They have identified at least 5 resources dedicated to portions of this project.

**Right of Way Data Management System (RWDMS)**

Various resources are in place to achieve the goal of constructing and implementating this project:

- An additional FTE will be required going forward to act as the Business System Administrator. This person will serve the business in the role of operating, configuring and maintaining the FileNet software. This will be a permanent business FTE.

**Right of Way Data Management System (RWDMS)**

The RWDMS project will introduce ODOT to enterprise document management.

Enterprise licensing discussions are underway to provide FileNet software licensing for the entire enterprise. Additional EDMS initiatives are being considered or planned for other units in ODOT.

Bentley Projectwise, the CADD centric version of document management is being considered for the engineering disciplines within ODOT. Projectwise will complement and integrate with FileNet.



### **Right of Way Data Management System (RWDMS)**

Several business units have banded together to form an Electronic Authentication Review Committee (Digital Signatures) to address issues and craft policies to allow for the use of digital signatures.

A Drawing Management Task Force has been formed to map a strategy for the use of electronic plans in the near future.



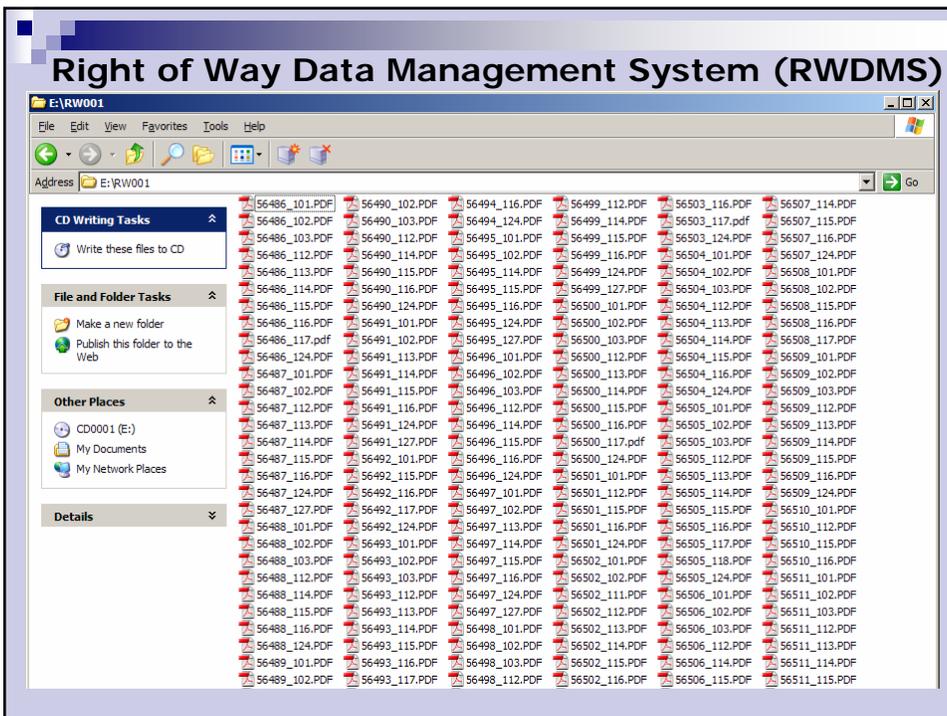
### **Right of Way Data Management System (RWDMS)**

Overall, moving to digital documents, automated workflow and digital signatures will provide ODOT with the tools and technologies to more efficiently and effectively build and support our transportation infrastructure. ODOT is working hard to provide the greatest value possible for the tax dollars Oregonians have entrusted to us.

## Right of Way Data Management System (RWDMS)

So what does this mean to you as users of the new system?

1. The Right of Way files are in the process of being scanned
2. Scanning format is PDF, and the files are saved to a CD
3. Until FileNet is online, access to these records will be by request



## Right of Way Data Management System (RWDMS)

Doc#	Document SubClass	Doc#	Document SubClass
101	File Cover Sheet	117	Maps Package
102	Final Report	118	Access Package (Research)
103	Conveyance_Deed	119	Condemnation Package
104	Conveyance_Easement	120	Hazmat Package
105	Conveyance_Lease	121	Property Management Package
106	Conveyance_Permit	122	Relocation Package
107	Conveyance_Special Use Permit	123	Sale Package
108	Conveyance_Rental	124	Appraisal Package
109	Conveyance_Right of Way (Federal)	125	Conveyance_Other
110	Conveyance_Land Sale Contract	126	Conveyance_Sale Deed
111	Conveyance_Final Judgment	127	Conveyance_Access (Grants/Indentures)
112	Title Package	999	File Unaccounted For
113	Obligation of the OTC	911	File Checked Out
114	Option Agreement		
115	Acquisition Package		
116	Description Package		

## Right of Way Data Management System (RWDMS)

RETURN TO  
OREGON HIGHWAY DIVISION  
RIGHT OF WAY SECTION  
1317 TRANSPORTATION BLDG.  
SALEM, OREGON 97310

Highway Division ORIGINAL  
File 56498  
Map No. 9B-27-22

**WARRANTY DEED**

**A. F. Grabhorn, Grantor, hereby conveys unto the STATE OF OREGON, by and through its DEPARTMENT OF TRANSPORTATION, Highway Division, Grantee, fee title to the following described property, to wit:**

**PARCEL 1**

A parcel of land lying in the Thomas Jackson D.L.C. No. 44, Township 3 North, Range 2 West, W.M., Columbia County, Oregon and being a portion of that property described in that deed to Robert B. Medley, recorded October 16, 1975 in Book 203, Page 55 of Columbia County Record of Deeds; the said parcel being that portion of said property included in a strip of land 50 feet in width, lying on the Westerly side of the center line of the relocated Columbia River Highway which center line is described as follows:

Beginning at Engineer's center line Station 1262+00, said station being 3068.48 feet North and 320.88 feet West of the Southeast corner of the Thomas Jackson D.L.C. No. 44, Township 3 North, Range 2 West, W.M., Columbia County, Oregon; thence South 0° 30' 19" East 3318.06 feet; thence on an 11,459.16 foot radius curve right (the long chord of which bears South 0° 08' 29" West 258.66 feet) 258.67 feet; thence South 0° 47' 17" West 673.69 feet; thence on a 7639.44 foot radius curve left (the long chord of which bears South 3° 52' 01" East 1239.97 feet) 1241.33 feet; thence South 8° 31' 19" East 808.25 feet to Engineer's center line Station 1325+00.

Bearings are based on Oregon State Highway Division Survey. See Drawing No. 9B-23-18, dated September, 1984.

A. F. Grabhorn, Grantor through its DEPARTMENT OF TRANSPORTATION, Highway Division, Grantee, fee title to the following described property:

TABLE 1

A parcel of land lying in the Thomas Jackson D.L.C. No. 44, Township 3 North, Range 2 West, W.M., Columbia County, Oregon and being a portion of that property described in that deed to Robert B. Medley, recorded October 16, 1975 in Book 203, Page 55 of Columbia County Record of Deeds; the said parcel being that portion of said property included in a strip of land 50 feet in width, lying on the Westerly side of the center line of the relocated Columbia River Highway which center line is described as follows:

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Bearings are based on Oregon State Highway Division Survey. See Drawing No. 9B-23-18, dated September, 1984.

Recorded By  
TREC Title Insurance 5-66074

**Right of Way Data Management System (RWDMS)**

So what does this mean to you as users of the new system?

4. Scanning of the earliest R/W maps is scheduled to begin within the next 60 days
5. The final format of the scanned maps is currently under discussion
  - The existing maps will be scanned to a TIF image
  - We are looking at plotting current and future maps to PDF

**Right of Way Data Management System (RWDMS)**

So what does this mean to you as users of the new system?

6. Until FileNet is online, access to these records will be by request
  - Right of Way Headquarters for Right of Way Files
  - Maps and Plans Center for Right of Way maps, field notes, contract plans, etc.
  - History Center for resolutions, etc.

**Right of Way Data Management System (RWDMS)**

So what does this mean to you as users of the new system?

7. Once FileNet is up and running in Phase One, users internal to ODOT will be able to directly access the data
8. Phase Two will allow users external to ODOT to access the data

**Right of Way Data Management System (RWDMS)**

The purging of the right of way files has uncovered some interesting documents hidden away for decades. The following slides are some examples of what has been found.

**Right of Way Data Management System (RWDMS)**

**Pictures...**



**Right of Way Data Management System (RWDMS)**



*John Carlinch - Cannon Beach Oregon*

**Cannon Beach**

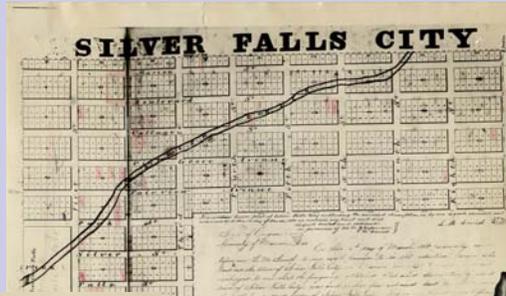
**More Pictures...**

**Aerial Photo of Future Lloyd Center**



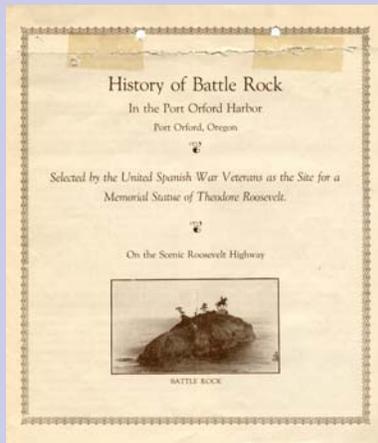
## Right of Way Data Management System (RWDMS)

Old Town Plats...



## Right of Way Data Management System (RWDMS)

...Old Calendars



Historical Pamphlets...

### Right of Way Data Management System (RWDMS)



Telegrams...

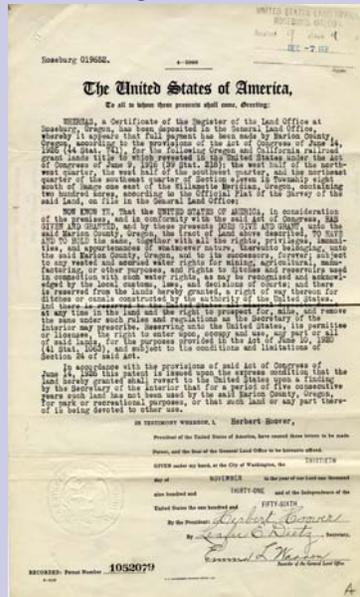
...And Stock Certificates



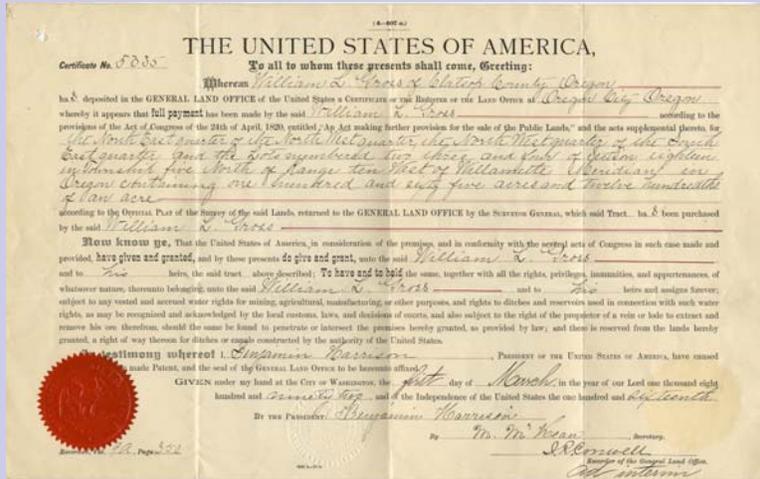
### Right of Way Data Management System (RWDMS)

#### Original Land Grants

Silver Falls State Park  
President Herbert Hoover  
1931

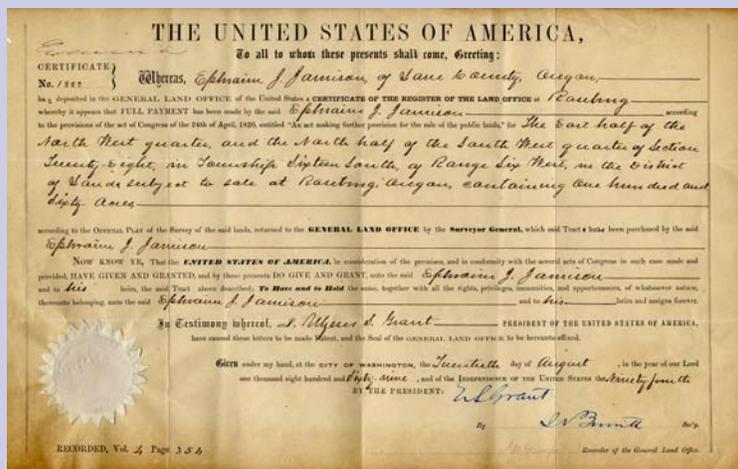


### Right of Way Data Management System (RWDMS)



**Tillamook Head  
President Benjamin Harrison  
1892**

### Right of Way Data Management System (RWDMS)



**Lane County, West of Junction City  
President Ulysses S. Grant  
1869**

