SECRETARIA DE GOBERNACION
INSTITUTO NACIONAL DE MIGRACION

SECRETARÍA DE GOBERNACIÓN
INSTITUTO NACIONAL DE MIGRACIÓN
ARCHIVO MIGRATORIO CENTRAL

COORDINACIÓN DE REGULACIÓN MIGRATORIA
DIRECCIÓN DEL REGISTRO NACIONAL DE EXTRANJEROS Y ARCHIVO MIGRATORIO

ABRIL 2005

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The National Immigration Institute has more than 2 million 400 thousand inmigration records.

	Central Immigration File	Regional Offices	Total
Active Files	474,768	328,466	803,234
Passive Files	1,000,000	42,783	1,042,783
Historical	550,000	14,357	564,357
Total:	2,024,768	385,606	2,410,374

Foreign National Records
521,949 FM1

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The space needed to store INM records is approx. 7,700,000 sq ft

That`s bigger than a **soccer field!**

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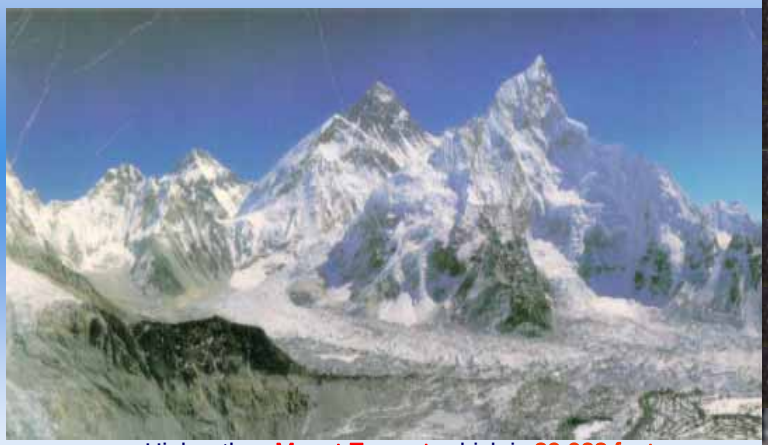
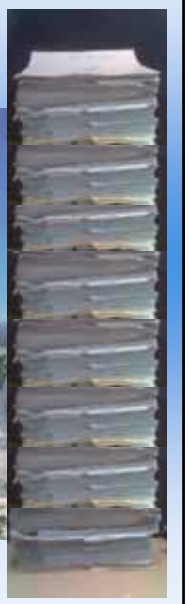
If these records were stacked on top of each other, it would make a column of **37,720** feet high.





Higher than **Mount Everest,** which is **29,028 feet**

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Previous storage building

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The old way…

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The old way…

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Old way…

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Files physical condition prior to project implementation…

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New storage building

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On December 2002, the INM purchased a file storage building.

Between March and June of 2003, 2,000,000 files were moved to the new building.

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New storage facilities.

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We required 3,790 shelves to hold our files.

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These 32,800 boxes held more than 2,000,000 pages.

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33,000 new records are added each year.

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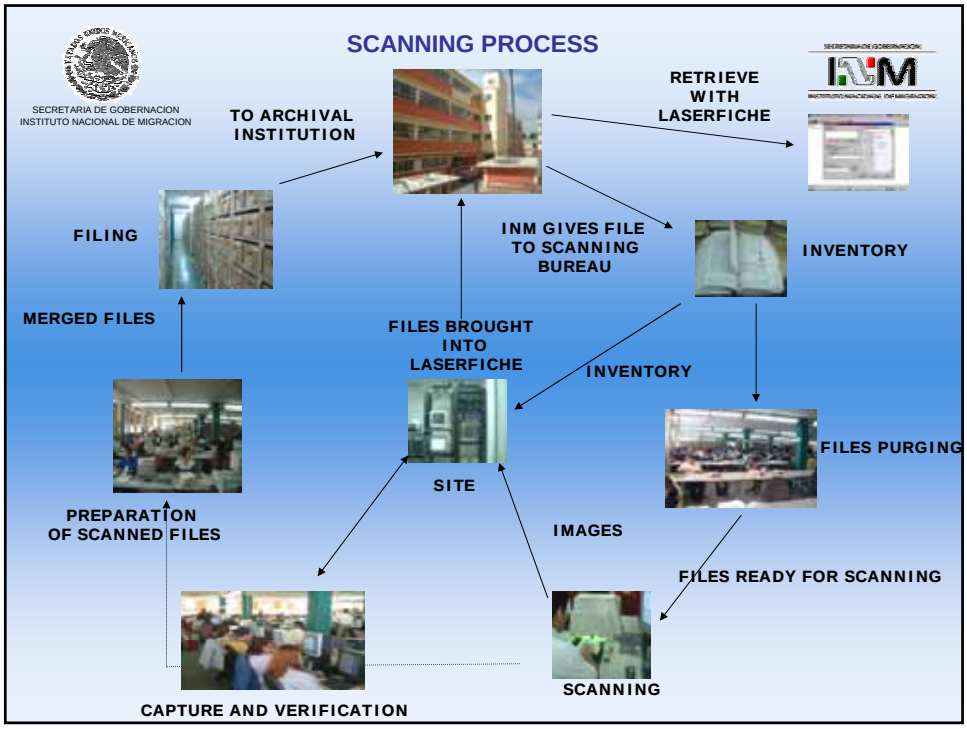
Imaging Project

Phase One
2003-2005

1. Bid to scan 1,100,000 pages
2. Bid to scan 521,949 Inmigration forms (FM1)

Phase Two
2005-2006

1. Phase two bid preparation
2. Scan 450,000 records from the archive files
3. Scan 550,000 records from the historical files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SCANNING PROCESS
TO ARCHIVAL INSTITUTION
RETRIEVE WITH LASERFICHE
FILING
INM GIVES FILE TO SCANNING BUREAU
INVENTORY
MERGED FILES
FILES BROUGHT INTO LASERFICHE
INVENTORY
FILES PURGING
SITE
PREPARATION OF SCANNED FILES
IMAGES
FILES READY FOR SCANNING
SCANNING
CAPTURE AND VERIFICATION

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The Laserfiche breakthrough

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Can you believe you are looking at 70 million images at once?

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Scanning Crew:

- 10 people at control table
- 100 people at purge procedures
- 80 people at scanning
- 20 people at capture
- 20 people at quality control
- 40 people at files rebuilt
- 5 people at filing
- 10 people at central system

285 people working on the project

- 50 records are processed in 7 days on average.
- 1,100,000 records were scanned representing more than 75,600,000 pages.
- 13,474 boxes processed.

All done in 14 months!

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Laserfiche search window

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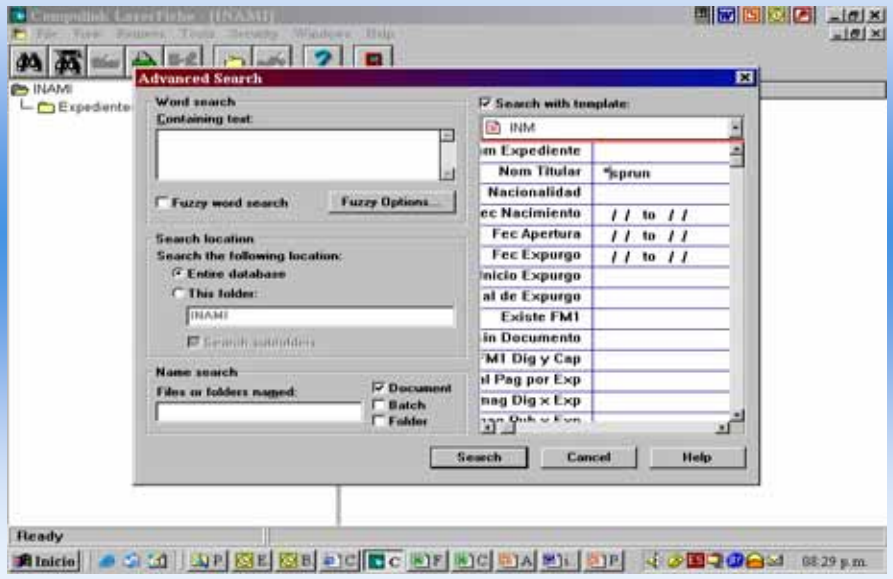

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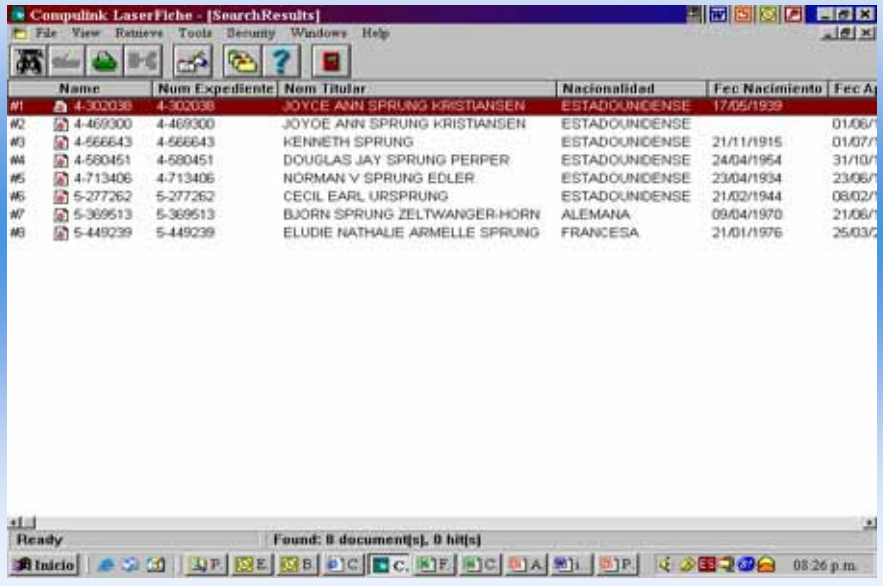

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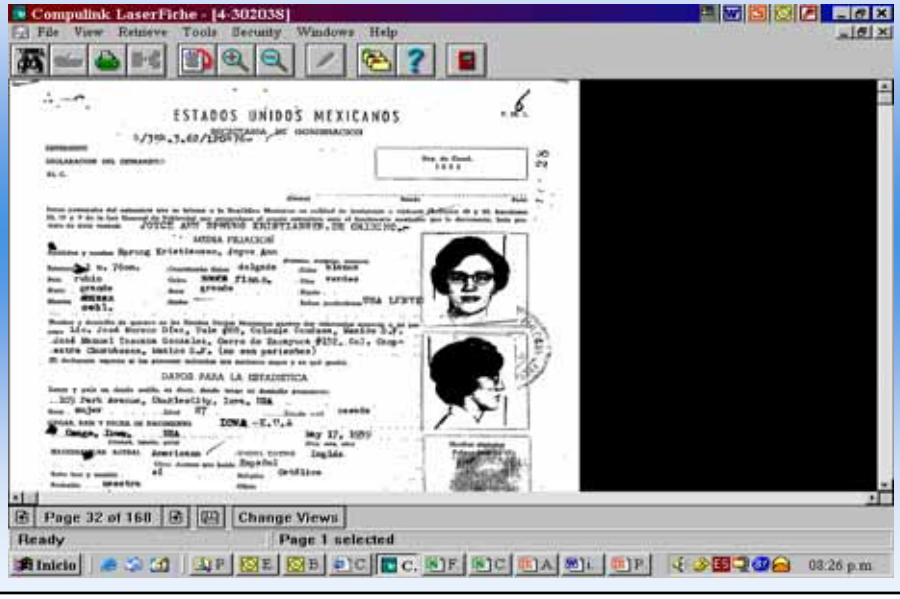

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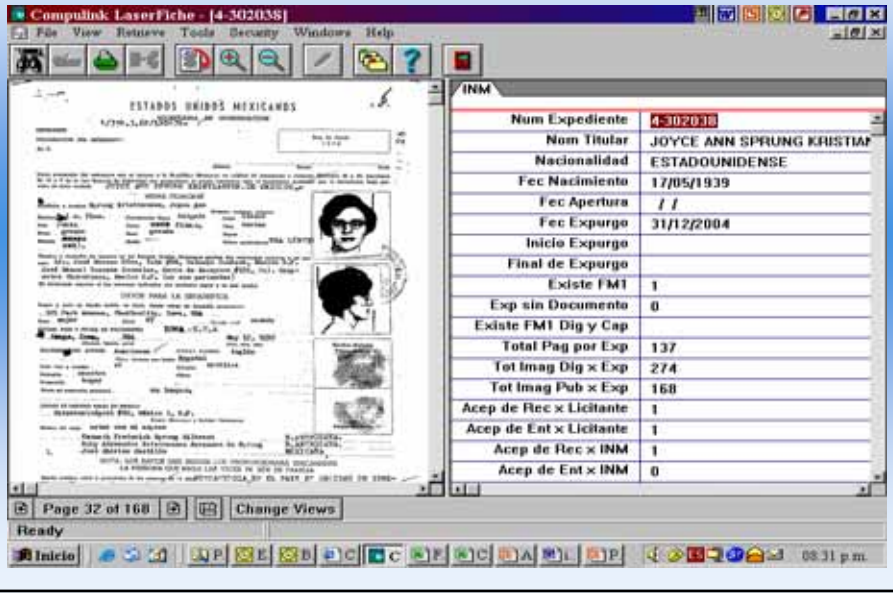

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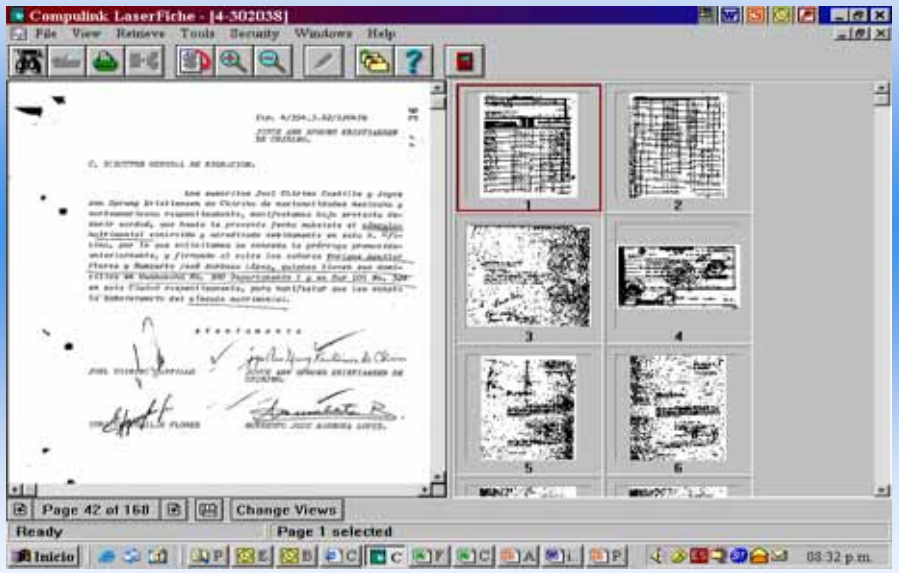

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Foreigners National Registry Imaging Project, Form FM1

- Project started December 23, 2003
- Completed on May 26 with 486,000 FM1 forms scanned
- A total of 521,949 by September 30
- Data and images can be retreived through FM1 SIOM's module
- Restoration of FM1 with RNE No. 1 performed by The National Antropology and History Institute

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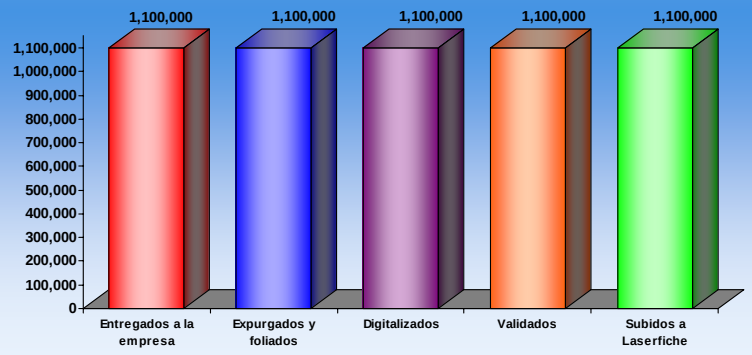
Back File Project

750,000 files were scanned between December 2003 and November 2004.
1,100,000 files will be be scanned this year.



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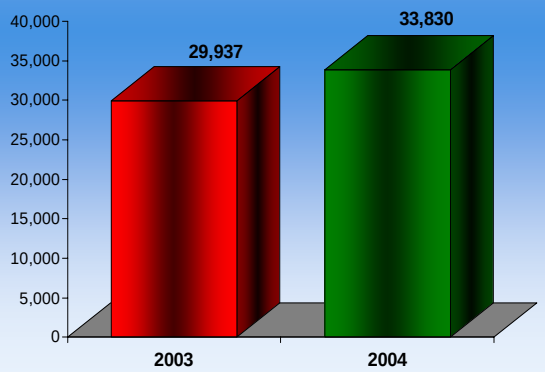
From January thru December of 2004, paperwork efficiency increased by 11.5% compared to same period in 2003.
Just on the Foreigners National and Immigration Registry departments.

Business Processes Comparison



3,893 more requests processed in 2004. That`s 324 more each month.

100% of requests were fulfilled within our required response periods.

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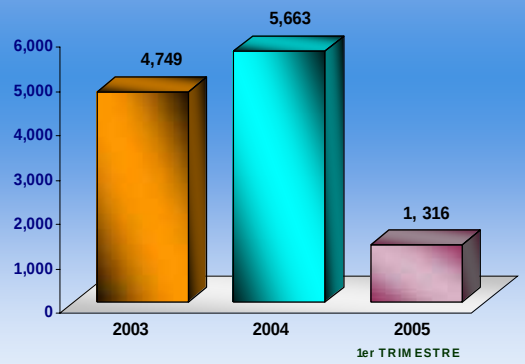
Processed requests coming from Judicial, Federal and Local authorities sent to the National Foreigners and Immigration Registries Department.



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Historical Archive

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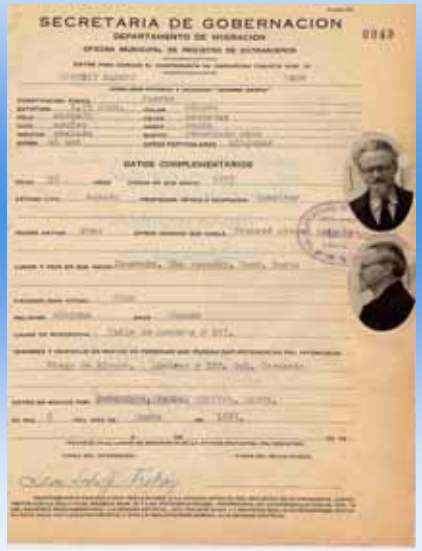

León Trotsky's Immigration Form FM1 issued by the Immigation Department on January 9th, 1937. File 4/351.8"36"/149

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Benefits

- Efficient and modern Archival system, in compliance with our Federal Law of Transparency and Access to Governmental Public Information, as with IFAI and AGN regulations.
- Effective control over the information pertaining to foreigners and also at a national level.
- Easy file retrieval process using SIOM.
- Resolution time decreased on immigration related paperwork.

- Immediate response to requests by government authorities.
- Facilitates national security priorities.

- Statistical reports on Immigration trends.
- Effective decision making based on accurate and well organized information.

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- Integration and preservation of files according to archival principles and procedures.
- Establishment of a national migratory information network that allows, from anywhere within the the country, access to digitized files through the SIOM system.
- Continuous improvement of the service processes provided to foreigners by INM.
- Transparent and effective information control information, decreasing the risk of possible corruption acts.

IT IS THE LARGEST DIGITIZING PROJECT AMONG THE GOVERNMETS OF CENTRAL AMERICA

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