**Digital Case File data information**

According to the FSR for the ACMS project, the breakout of written decisions by hearing types, rounded to the nearest half percent, is as follows:

CalWorks – 16.5%  
CalFresh – 20%  
MediCal – 29%  
IHSS – 18.5%  
Disability – 14%  
Other – 2%

Using a sample size of 20 files, those percentages equate to 3, 4, 6, 4, 3, and 0 files respectively. Each file was randomly selected.

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| --- | --- | --- | --- |
| Hearing Type | Scanned File Size | Recording Length | Combined File Size |
| MediCal | 3822 KB | 1:04:46 | 64.2 MB |
| MediCal | 1689 KB | 0:13:39 | 11.0 MB |
| MediCal | 5007 KB | 0:06:19 | 9.23 MB |
| MediCal | 1273 KB | Not available | 1.27 MB |
| MediCal | 4031 KB | 1:19:51 | 58.7 MB |
| Disability – Z Case (MC) | 1979 KB | 0:06:47 | 6.59 MB |
| CalWorks | 5971 KB | 0:05:48 | 6.92 MB |
| IHSS | 7599 KB | 0:59:04 | 62.5 MB |
| IHSS | 2007 KB | 0:44:49 | 11.3 MB |
| CalWorks | 1775 KB | 0:14:46 | 11.8 MB |
| CalFresh | 3607 KB | 0:20:17 | 17.4 MB |
| CalWorks | 6370 KB | 0:21:24 | 9.77 MB |
| CalWorks | 4465 KB | 0:10:42 | 15.6 MB |
| IHSS | 1661 KB | 0:31:07 | 30.5 MB |
| IHSS | 5618 KB | 1:24:30 | 83.3 MB |
| CalFresh | 3860 KB | 0:57:43 | 57.5 MB |
| CalFresh | 1041 KB | 0:08:15 | 8.80 MB |
| Disability | 17480 KB | Not available | 17.49 MB |
| Disability | 29288 KB | Not available | 29.29 MB |
| Disability | 13367 KB | Not available | 13.37 MB |

From 10/1/2014 to 2/25/2015, there are 10,428 recordings totaling 240 GB in the SHD Recordings depository. In addition, there are 5974 decisions totaling 325 MB for that same time period.

**File Size to Recording Length comparison**

There does appear to be a loose correlation between digital case file size and recording length. While SHD’s recordings are generally in a standardized format and bitrate, due to the inconsistent nature of the recording quality, it is best to consider recording length over the recorded hearing’s file size. Not all recordings were available – this is not an uncommon occurrence.

The Digital Case Files scanned for this process each contained, at minimum, a Hearing Request, a Statement of Position, and a Decision. Other document types which may be included in some are Evidentiary Documents, and correspondence from the Claimant in the form of requests for postponement and others.

The average file size of scanned case files is 6.096 MB for this sample. The largest is 29.288 MB and the smallest is 1.041 MB.

The ACMS solution that the State is seeking will be a tool used by appeals representatives in all 58 counties to handle the nearly 130,000 annual requests for hearing.

* Est. 25,000 recordings annually, averaging 22 MBs (mean) and 25 minutes (median). All recordings are audio only, and in .MP3 format.
* The total space taken by all recordings since 2010 is approximately 1.8 TB. Given expansion and the 10 year retention policy, 6-8 TB should be sufficient.