

Digitization Process Worksheet

Redundant Source Information Schedule

Utilize this form to document your scanning process when creating digital authoritative copies to replace original source documents. Alternatively, attach a copy of your digitization plan. Refer to Digitizing Government Information Standard and Guide (DGIG) for additional information.

Project Information

IDA Number (Assigned by Destruction Coordinator)

Description of project

Description of Source Materials

Volume (approximate # of boxes/files/linear meters being scanned)

Record Series identifiers

(Information Schedule / Name / Acronyms / Classification etc.)

Format Paper Film Audio

Other

Date range

(of source records)

to

Preparations for Digitization

Source record preparation What processes are being used? (See DGIG Step 4)

Reproduction method How will the source material be digitized? (Check all that apply)

Outsourced:

BC Mail Plus

In-House:

MFD

Flatbed Scanner

Digital Output These options determine the initial result of your scanning activities.

Resolution 300 dpi

600 dpi

Other

Format

PDF/A

TIFF

Other

Testing Your Scanning Procedures

Verification of the scan quality To ensure quality of your scanned documents, what elements of the source material are sampled to provide a model for the scanning procedures? (Check all that apply)

Photographs

Original - Single side

Original - Staples

Maps

Original - Two sided

Original - Creased

Bound Volumes

Original - Mixed

Microfiche / film

Original - Poor quality

Sample size How many records are included in the sample?

Quality Control During Scanning

When digitization errors occur: How will errors be reported and handled? (See DGIG, Step 6)

Ongoing quality checks: how often will you review the digital content during conversion?

Frequency:	Volume:
Daily	by percent
Weekly	by number
	Other

Post Digitization Processes

Enhancements These treatments can improve the quality and usability of your digitized record. What processes will be used? (See DGIG, Step 6)

None	File size optimization
De-skewing	Colorization
De-speckling	Contrast adjustment
Optical Character Recognition (OCR)	
Other	

Metadata In addition to metadata captured through the digitization process, what metadata elements will be added to increase accessibility of your information? (See DGIG, Step 6)

File Title	Project Coding
Owner	CLIFF number
Date(s)	Information Schedule #
Naming Convention	Security Classification

Store and Manage Digitized Records

Process for transferring How will the digitized records be transferred to their new home/owner?

- Shared network connection
- Direct from scanner to shared drive(s)
- Secure File Transfer (sFTP)
- Other

Storage for digitized records As a first priority, digitized records should reside in an appropriate recordkeeping system (See DGIG, step 7)

- Shared Drive(s)
- EDRMS (Content Manager)
- Line of Business Application:
- Other

Additional Information A place to capture information that would not fit elsewhere on the worksheet

Final Disposal of Source Records

Storage time for source material

How long will source records be kept before they are disposed? (For SR/FR/Unscheduled records, see appraisal section below)

Identify secure storage for the source material

How will you protect the source records prior to final disposition?

Process for disposal of source material

Who will be assigned responsibility and what process will you follow?

Appraisal of Selective Retention (SR), Full Retention (FR), or Unscheduled Source Records

The Chief Records Officer (CRO) has determined source records will only need to be appraised for archival retention in limited circumstances.

Yes	No	Do the records include original maps, designs, drawings, or artwork?
Yes	No	Do the records contain unique physical elements? (e.g., seals, embossing)

If the source records meet any of the criteria above, please consult your GRS Records Officer prior to disposal of the records.