

Scanning/Digitising



WHAT DO YOU NEED TO DO TO ESTABLISH A SCANNING OR DIGITISATION PROGRAM WHICH WILL ENSURE YOU ARE ABLE TO CREATE A RELIABLE AND ACCURATE REPRODUCTION OF THE SOURCE DOCUMENT?

In order to develop a scanning or digitisation program which focuses on producing an accurate, complete and reliable reproduction of the original source document you need to have the following things in place:

- Confirm that your organisation's only course of action is to digitise source documents. Would a strategy to move toward working digitally be of more benefit than a back-capture program?
- Confirm that the scanning or digitisation program is aligned with business benefit for your organisation
- Confirm what documents should be digitised, i.e.
 - Just incoming mail
 - Wholesale scanning of older documents
- Assessment of the following:
 - Hardware and software considerations
 - Technical specifications
 - Enhancement techniques
 - Storage and security of digitised records
 - Technological issues
- Develop a scanning process:
 - Identify what will be scanned, and what will NOT
 - Develop a process for document preparation prior to scanning
 - Establish the scanning and registration process
 - Define what metadata needs to be captured
 - Develop a process for re-scanning documents
 - Establish how source records are managed after scanning
- Establish quality control measures to ensure the digitisation processes are reliable and the scanned documents are quality assured to meet legal and business requirements
- Assess the risks caused by relying on the digital reproduction of the source document
- Get Executive Support and understanding for undertaking any digitisation program

