

Document Scanning

Although most of the University's records are digital, there are some hard copy records that should be printed, signed, scanned, and saved in electronic format.

The following guidelines apply to all documents scanned to the University's electronic document and records management system, Content Manager, and to other business systems, including file share drives.

Preparation of paper documents for scanning

Take care in the removal of staples, clips and other bindings.

Prior photocopying might be necessary to increase the contrast of a faded document, or when a document is creased or damaged.

Technical requirements

The University has network enabled scanner/photocopiers with technical capabilities needed for accurate scanning.

Text documents should be scanned at a minimum of 300 dpi and saved as PDF files.

Photographs should be scanned as 600dpi and saved as JPG files.

Content Manager naming conventions should be used for scanned file titles and metadata.

Should there be a requirement to scan documents of non-standard sizes or colour intensity, or for assistance with any matter related to the specifications, please submit a Content Manager / Central Records support request via Service One.

Scanning process

The object of digitisation is to render a true and accurate copy of the original source document. A visual inspection of all scanned images should be undertaken as part of the quality control procedures.

When scanning, note should be taken, and a record made if:

- The source document was a photocopy (where applicable)
- A stick-on note was attached (if text is obscured, separately scan the stick-on note)
- 'Opaque paint' was used (and where)
- The image was enhanced in any way (despecking, border cropping, sharpening)
- Not all pages of a document were scanned (for example large reports).

Following the digitisation process, images should be checked for:

- Image resolution – check that all text and detail on the image is legible, in particular fine or small size text, punctuation, and decimal points
- Image orientation – check that the image is upright, not skewed or incorrectly centred
- Image completeness – check that the image is not cropped or incomplete
- Dimensional accuracy – check that the dimensional information is reproduced within acceptable tolerances
- Colour fidelity – check that original colours are preserved in the image*

Any images which do not meet the required standard must be re-scanned.

Source documents

Once source documents have been scanned and entered into Content Manager, the original hard copy should be transferred to Central Records for filing. Records should be disposed of only after the retention time listed on the appropriate General Disposal Schedule has lapsed, and in accordance with the Records Management Policy.

Such a procedure will include regulations on verification that the digitised images are authentic, complete and accessible, and will be kept for the minimum retention period to ensure that the image can be rescanned should errors be detected.

Outgoing paper correspondence should be scanned with all signatures prior to being posted to the addressee, and if there is verification that the digitised images are authentic, complete, and accessible, a hard copy does not need to be kept in this instance.