Digitization Project Worksheet

This form is intended as a resource for digitization projects by connecting records to records retention schedules in order to help agencies fulfill their public records responsibilities. Additionally, using this form will help ensure consistent handling by agency staff or contractors. *It is recommended that this document be created or reviewed by a records officer prior to starting the scanning process and then returned to the records officer upon completion.*

Each project should begin with a review the records schedule pertaining to the items that will be digitized to provide some basic guidelines about the specific types of documents that fall under a records schedule and should be migrated to digital format. There is a good chance that folders contain a mix of records that should be scanned and non-records that should not be scanned. Next, complete this document and review a sampling of the items to be scanned with the staff doing the scanning so records can be appropriately identified and managed throughout the process.

Section 1: General Project Information

Records to be scanned:

Responsible Department/Division:

RDA or GRS which applies to above records:

Event and disposition:

Personally Identifiable Information (PII): Yes: ☐ No: ☐   Confidential: Yes: ☐ No: ☐

Size of collection to be scanned (boxes or file drawers):   Date range of records content:

Describe the materials you plan to digitize under this RDA/GRS. Review the schedule and the physical records and identify items that will be included in the scanning project.

What materials do you NOT plan to digitize under this RDA/GRS? Review the schedule and the physical records and identify items that should not be included in the scanning project.

	Yes	No
Will the scanned items become the official record?	☐	☐
Will the paper records be destroyed after the scans are verified?	☐	☐
Will the records schedule need to be updated with transition language at the completion of this project?	☐	☐

Project Team

List key members of the project team below who can provide details and answer ongoing questions about the project:

Project Lead:

Scanning Lead:

Records Officer:

Content Owner:

IT Lead:

Other:

Section 2: Selection

Consider the following for the documents you have identified for scanning, are they:

	Yes	No
Frequently requested by the public or accessed by staff?	☐	☐
Currently active records according to their RDA / GRS?	☐	☐
Scheduled to be destroyed or transferred more than 10 years from now?	☐	☐
In stable condition and will not be damaged by scanning or other handling?	☐	☐
Able to be accurately scanned with the equipment available?	☐	☐

If you have answered "No" to any of these questions, you may want to evaluate your project to make sure the benefits outweigh the costs.

Section 3: Access

	Yes	No
Are there any access restrictions associated with these records?	☐	☐

If yes, describe the restriction:

	Yes	No
Do the records contain a mix of restricted and unrestricted materials?	☐	☐

If yes, describe:

Additional notes regarding access to these records:

	Yes	No
Will this content be provided online?	☐	☐

If "Yes", will this content be provided via intranet / internal network or via a public site?

Intranet: ☐   Public: ☐

How will you provide access to the digitized items? (Check all that apply)

Link to original	☐
Create smaller-sized user copy	☐
Thumbnail only	☐
Provide access on a variety of mobile devices	☐

Section 4: Creation

What are the formats of items in the collection to be scanned? Please refer to the "Digitization Guidelines" document to fill in the below chart with the digital format and resolution you will use for each file type.

Current Format	Master Format	PPI	User Copy Format	PPI	OCR (Y/N)

Please provide any additional information below regarding the items that will be scanned or if additional versions (ie: thumbnails, access copies) will be needed.

	Yes	No
Have you acquired OCR software to generate searchable transcripts of printed text?	☐	☐
Do you need to manually generate transcripts of handwritten materials?	☐	☐
Do you have staff available to manually generate transcripts of handwritten material?	☐	☐

Section 5: File naming and organization

How will files be named for this project? (Provide examples of file names)

How will folders be organized for this project? (Provide an example of the folder structure)

Section 6: Metadata

Appropriate use of metadata is a critical component of a successful digitization project. Metadata is used for the identification, management, access, use and preservation of individual digital records and provides context for the collection as a whole. The below lists contain some of the most important metadata fields to collect in order to manage and locate digitized files. Please refer to the "*Digitization Metadata*" document for more complete descriptions of the below fields as well as additional metadata which may be useful to your project.

	Yes	No
Does metadata already exist for individual items?	☐	☐
If "Yes", is it: Detailed ☐ or Minimal ☐		

Which metadata elements will be applied at the **collection level**?

Division/Department	
Project title	☐
Records Schedule/GRS number	☐
Records Schedule/GRS name	☐
Event date	☐
Retention	☐
Disposition	☐
Access Restrictions	☐
Description (summary of documents within this collection)	☐
Keywords	☐
Other Elements:	

```
[                                                                      ]
[                                                                      ]
[                                                                      ]
```

Which metadata elements will be collected at the **file level**?

Title	☐
Date created	☐
Disposition date	☐
Format (Internet Media type, e.g. image/jpeg, application/pdf, etc.)	☐
Access Restrictions	☐
Keyword	☐
Unique ID #	☐
Document Type	☐
Other Elements:	

```
[                                                                      ]
[                                                                      ]
[                                                                      ]
```

Section 7: Maintaining Your Digital Collection

What will you use for short-term storage of your digitized files during the project?

Local area network/local server ☐

RAID device ☐

External hard drives ☐

Cloud storage ☐

Other ☐

Describe:

How often will new digital items be moved to long-term storage locations?

N/A - files are being moved directly to long-term storage ☐

Daily ☐

Weekly ☐

Monthly ☐

When project is completed ☐

What will you use for long-term storage of your digital master files? (choose at least two)

Local area network/local server ☐

RAID device ☐

External hard drives ☐

Cloud storage ☐

Other ☐

Describe:

<u>Directions for the Project Planning Worksheet</u>

Section 1: General Project Information
This section provides high-level information about the digitization project

<u>Documents to be scanned</u>: Common organizational title of the group of documents that will be scanned.
For example: Executive Board Meeting Minutes; Highway Interchange Reconstruction Project

<u>Responsible Department and Division</u>: The Department/Division within your organization that is responsible for the management of the records.

<u>RDA or GRS which applies to above documents</u>: Record the RDA or GRS number and name which covers the documents. Also record the <u>Event and Disposition</u> which will trigger the disposition (destruction or transfer) of the records.

<u>PII and Confidential</u>: The answers to these two sections will dictate how you manage both the scanning process and the storage of the resulting scans. If the answer is "Yes" to either of these questions, determine if the scanning staff is qualified to handle these documents throughout the scanning process or if they need additional clearance. This information should also be added as metadata during the scanning process. The scans need to be securely stored in such a way that they are easily identifiable and safe from inappropriate access.

<u>Collection Size</u>: How big is the collection of records you are going to digitize (how many boxes or file drawers) and what is the Date Range or time span of the materials to be scanned? This is important because it helps to determine if any portion of those records has met its disposition date.

<u>What materials do you plan to digitize (or not)</u>: The next two sections require you to evaluate both the materials that are covered (or not) under a specific RDA/GRS according to the written schedule **and** the actual materials that have been identified for scanning. These sections can be used to list both high level descriptions as well as specific documents that would be important to preserve the record or those that are not needed.
For example:
Keep: Final policy documents and reports, Form 685, Final meeting minutes
Don't Keep: any document drafts or copies; Form 223, working copies

You next need to determine what happens once the records have been scanned, will the <u>Scanned items become the official record</u> and replace the paper. What will happen to the paper after scanning, <u>Will the paper records be destroyed after the scans are verified</u>. Finally, <u>Will the RDA need to be updated with transition language at the completion of this project</u> to accommodate changes in the record format and retention.

Identify the key personnel, or <u>Project Team</u>, for the scanning project. This information is important to document not only for questions during the project, but also for reference post-project in case any issues arise about what was scanned or how it was scanned.

Section 2: Selection

Use this section to continue reviewing the materials you've identified for scanning. If the answer is "No" to any of these, it might not make sense to scan these items.

You may want to start your project with collections that are in high demand from the public or require offsite access from staff. Scanning for either one of these reasons tend to make good business sense and lowers costs that can arise from having staff respond to public inquiries or down-time due to staff not being able to access critical documents while working out of the office.

For collections of records covering a long time span, it may make more sense to split it into items that you will hold for at least ten more years and those that would reach their disposition date before that and continue to hold those in paper format. This process also provides you the opportunity to dispose or transfer items that have already met their disposition date.

Section 3: Access

This section specifies not only *who* should have access to the scanned materials, but helps you define *how* you are going to provide access – two very separate but important questions.

Determining access restrictions for any of the material to be scanned will help you decide who (staff or external audience) will be able to access the records. You must also determine how you will provide access via internet or agency intranet and whether or not the original digitized file will be accessible or if you need to create an additional user copy.

Section 4: Creation

The standards you use to create your digital files will determine the long-term success and usefulness of your project. Refer to the "*Digitization Format Guidelines*" for details necessary to complete this section.

Section 5: File naming and organization

File and folder names are important pieces of metadata. Make sure to determine consistent file naming and organizational practices prior to beginning your project and document those decisions.

Section 6: Metadata

Good metadata makes scanned documents easy to find and use. Metadata should be added to each digital collection and file to ensure it is usable, saved correctly, and findable. Refer to "*Digitization Metadata*" for an explanation of metadata and the fields listed on this document.

Section 7: Maintaining Your Digital Collection

Storage: determining exactly where the digitized files will live and where copies will be kept is often overlooked in digitization projects. Generally, two copies of digitized content, in geographically dispersed areas is recommended.

Resources referenced for this document
Recollection Wisconsin. *Digital Project Planning Worksheet*. 2013. recollectionwisconsin.org/wp-content/uploads/2013/10/Digital-Project-Planning-Worksheet.docx (accessed June 2017)