

Can't We Just Digitize It?

Digitization Project Guidance from the Wisconsin Historical Society

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Purpose

WHS has a **three-year NHPRC grant** focused on providing access to state government electronic records.

WHS is often approached with questions about **large-scale records digitization projects**.

These projects often include **active records and records of long-term value**.

Development

Project staff drew on institutional knowledge and research to put together a set of **ten guidance documents**.

There are two versions: one for **state agencies** and one for **local units of government**.

Both received approval from the Public Records Board in November 2017.

Selected Resources

Digitization Project Worksheet

Tool for planning and managing digitization projects

Can be used to help create a **project charter** or plan

Document decisions for:

- Records selection
- Access
- Capture
- File naming
- Metadata
- Storage and maintenance

Format Guidelines

Specific **resolution and file format guidelines** based on length of retention and purpose

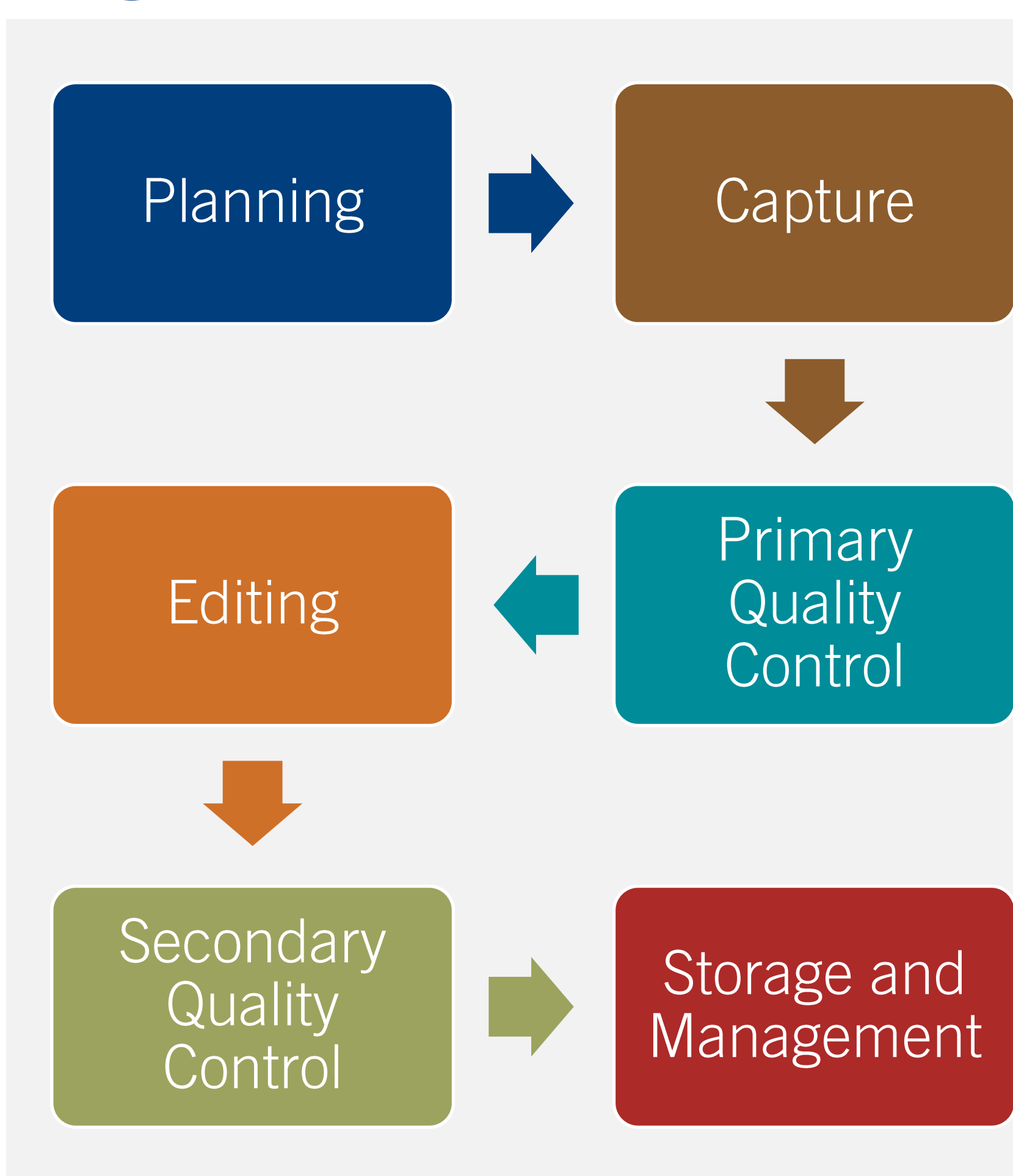


Text documents

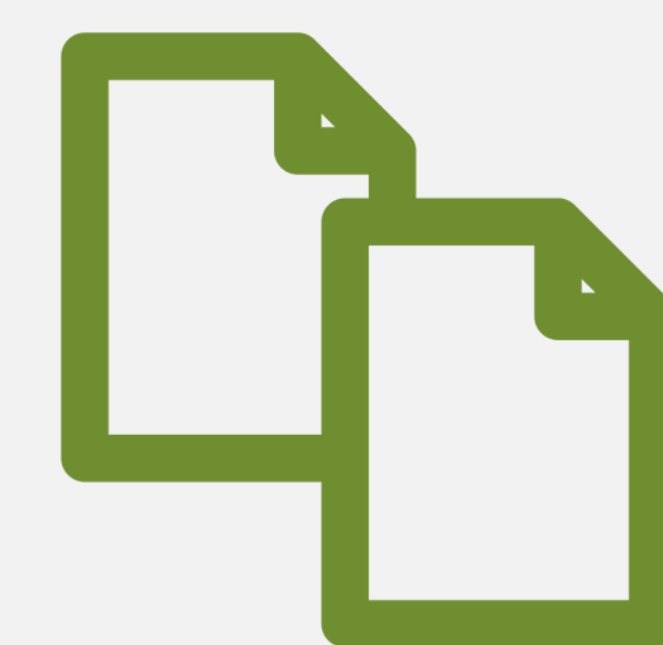


Still photographs

Digitization Workflow



Storage and Maintenance



Preservation vs backups



Data integrity



Types of storage



Maintenance

The Guidance

1. **So You Think You Want To Digitize**
2. **Scanning Decision Tree**
3. **In-house vs. Contractors**
4. **Technology Considerations**
5. **Digitization Metadata**
6. **Digitization Project Worksheet**
7. **Digitization Workflow**
8. **Quality Control**
9. **Format Guidelines**
10. **Storage and Maintenance**

Sources

NARA *Reformatting Approaches*
NDSA *Levels of Digital Preservation*
Recollection Wisconsin *Digital Project Planning Worksheet*
University of Exeter *Digitisation Workflow and Guidelines*

Credits

Copy icon: Ralf Schmitzer
Image icon: Garrett Knoll
Thumbprint icon: Dinosoft Labs
Wrench icon: Petr Papasov
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