<u>Purpose</u>: Provide guidance to state government agencies on scanning protocol.

Records Eligible for Scanning (and Tossing)
- Records must be on an approved records retention schedule.
- Records must be non-archival.

Once paper records have been converted to a scanned digital image and verified, those original paper records can be destroyed as long as they are not archival (permanent) and no other state or federal laws apply requiring the original document. Archival records can only be scanned for access, not replacement. (Contact Archives for further information/alternatives.)

Accurate Copies
Records must be scanned and verified in a systematic and consistent fashion that ensures a complete and accurate copy of the original. Records not completely and accurately captured must not be destroyed. Agencies should develop written quality control procedures and work instructions to ensure a consistent capture; training all staff with scanning responsibilities.

Electronic Record Formats
Short-term records – agencies can use standard file formats such as TIFF, JPEG or PDF.
Long-term records – PDF/A is an ISO-standardized version of the Portable Document Format (PDF) specialized for use in the archiving and long-term preservation of electronic documents.
Image Density – minimum of 200 DPI

Organizing, Indexing and Metadata
Indexing is a way to attach metadata that facilitates access, retrieval, and management of information. Developing a consistent structure is key to managing and maintaining scanned files, including naming conventions and file/directory structures. Be sure these elements are established before the scanning process begins.

Importance of Metadata
Metadata describes, explains, locates, or otherwise makes it easier to retrieve, use, or manage an information resource. Metadata specifically tracks creation of and alterations to an electronic record.

Protecting Scanned Records
Imaged records must be protected against alteration and/or deletion, damage, or loss throughout the entire retention period. They must remain accessible for the minimum retention period, while being properly managed, not just stored, and purged per their retention schedules.

Additional advice regarding the management of public records is available at
http://www.maine.gov/sos/arc/records/state/statetraining.html

"The right record, to the right person, at the right time, at the lowest possible cost"