

Scanning Project 101

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Topics

- Identifying options
- Project steps
- Records management issues
- Estimating costs

Identifying Options

- Recognize the problem
- Understand imaging, microfilming, and hybrid solutions
- Analyze the records
- Assemble a team
- Choose and implement your solution

Analyze Existing Records

- Survey or inventory your records
- Destroy obsolete records
- Note the records' characteristics
- Consider existing electronic systems and capability

Assemble a Team

- Users
- Finance
- IT
 - Staffing
 - Training
 - Outsourcing
- Legal counsel
- Archivist
- Keep management informed

Needs Assessment/ Feasibility Study

- Define the problem in detail
- Research possible solutions
- Evaluate possible solutions
- Identify necessary resources
- Recommend a solution

Steps of a Digitizing Project

1. Identify who will do the project
2. Process of conversion
3. Ensure a quality product
4. Make images available
5. Maintain images appropriately

Step 1- Identify Who Will Do the Project

- In house if you
 - Have trained staff
 - Have a small project
 - Have an ongoing, immediate need
- Outsource if you do not
 - Have space
 - Want to purchase or lease equipment
 - Want the responsibility
 - Have trained staff

In-house Needs

- Equipment
- Software
 - Imaging
- Space
- Support

Working with a Vendor

- Evaluate vendors
- Choose a vendor
- Write a specification
- Develop a contract
- Monitor project actively

Evaluating Vendors I

- How many years of experience do you have?
- What types of projects have you done?
- What references can you provide?
- Can you provide a price quote?

Evaluating Vendors II

- What are your facilities like?
 - Physical conditions: secure and protected
 - Staff: knowledgeable and careful with records
- What quality controls are in place?
 - Conduct visual and technical inspections
- What is the turn-around time?
- How do you handle errors?

Add to Guideline for a Specification

- Name of organization
- Name and arrangement of records series
- Total number of images
- Condition of records
- Preparation requirements
- Required formats
- Other technical deviations

Add to Standard Contract

- Delivery dates
- Packing, pickup, and delivery
- Contract resolution and cancellation
- No subcontracting clause
- Vendor certification

Step 2 - Process of Conversion

- Document preparation
- Image capture
- Quality control

Document Preparation

- Collation
- Removing fasteners and flattening
- Not Selection

Image Capture

- Capture
 - Paper, film, or electronic
- Rated capacity vs. throughput

Step 3 - Ensure a Quality Product

- Adhere to standards
- Check immediately after scanning
- Problems usually mechanical
- Content verification

Image Guidelines

- Compression
- Scaling
- Format
- Headers
- Orientation
- Resolution

Compression and Scaling

- Compression
 - Use algorithms
 - Standards exist
 - Lossless or lossy
- Scaling
 - Images should fit typical computer screen

Image Formats

- Master images
 - TIFF
 - Uncompressed and unenhanced
 - At least 200 dpi
- Access images
 - TIFF, JPEG, or PDF
 - Compression allowed as needed
 - 200-300 dpi

Step 4 – Make Images Available

- Options include:
 - Raw TIFF or PDF/A files with no search tools
 - Manual access to e-file folders
 - Index specific key data fields
 - Search tools delivered with images
 - Stand-alone indexing software
 - Full-text searching

File Plan

- Identify your documents
- Determine retention periods
- Create a file structure

Indexing

- Can be labor intensive
- Requires quality control and verification

Indexing Fields

- Interview retrieval staff
- Create indexing plan
 - One record for each document
- Types of database fields
 - Key fields: used for retrieval
 - Non-key fields: used for description
- Limit fields to keep costs down

OCR/ICR for Access

- Optical Character Recognition (OCR)
 - Convert images to electronic text
- Intelligent Character Recognition (ICR)
 - Convert handwriting to electronic text
- Require more memory
- Added costs
- Not always necessary
- Field-based OCR

Step 5 - Maintain Images Appropriately

- Storage solutions determined by
 - Retention and disposition
 - Costs
 - Document size
 - Scanning resolution
 - Image compression
 - Storage capacity

Storage Options

- Offline
 - CD-R, DVD-R (Blu-Rays)
 - Magnetic tape
- Online
 - Network server
 - LAN

Program Costs

- Startup costs
- Backfile conversion costs
- Maintenance

Startup Costs

- Needs assessment
- Hardware and software
- Installation
- Database set-up
- Software customization
- Training

Backfile Conversion Costs

- Document preparation
- Scanning
- Indexing
- Service bureau fees
- Storage

Maintenance Costs

- Maintenance contracts
- Upgrades
- Training
- Budget 10-15% of start-up costs yearly

Wrap Up

- Set clear goals
- Consider all solutions
- Obtain needed resources
- Address records management issues
- Manage change
