
DIGITAL DOCUMENT IMAGING:

QUESTIONS TO ANSWER BEFORE STARTING A SCANNING PROJECT

As an alternative to keeping records in paper format, digital document imaging (scanning) can drastically reduce the storage requirements and costs for inactive records that must be kept for long periods of time (more than 20 years). In addition, when combined with document management software such as Banner (BDM) and appropriate indexing, digital document imaging can provide convenient online access to active records.

When a decision is made to move forward with the scanning of documents, there are several questions that need to be answered before the project begins. The answers to these questions will form a large portion of the scanning project plan and will help assure that the digitization process is in compliance with the State of Michigan [Standards for Capturing Digital Images from Paper or Microfilm \(effective August 15, 2005\)](#).

Questions

1. What hardware will be used to scan the documents?

2. What software will be used to scan the documents?

- a. Is it software that is included with the hardware?
- b. Is it separate software?

3. Will the files be scanned as one complete document or separated by document type?

4. What scanner resolution will be used?

300 dpi is the recommended minimum (200 dpi is an option for standard documents).

5. What scanner color settings will be used?

Grayscale? Color?

6. What file format will the image be saved in?

PDF? TIFF? JPEG? PDF/A? Other?

7. If the scans are being added to BDM (or another document management software), what indexing information is needed?

8. What will the folder structure be?

- a. What is the file path to the location where the scanned documents will reside?
- b. Who should have access and what type of access should they have?

9. What file-naming conventions will be used?

[See the [LCC File Naming Standards](#) document on the RIM website for more details and best practices.]

10. What quality assurance measures will be in place?

What percentage of documents will be reviewed after they have been scanned?

30% minimum recommended, 100% for high risk documents.

11. How long will the hard copies be retained after they've been scanned?

6 months? 1 year? 2 years? Other?

12. What is the project plan?

- a. Will this be on-going or a one-time project?
- b. Will it start with the new files/documents and work backwards or will it take a different approach?
- c. Will the documents be scanned while active or once determined to be inactive?

Further Questions

If you have further questions about scanning requirements and/or creating a scanning project plan please contact Linnea Knapp, Records Information Specialist, at LCC-RIM@lcc.edu.