



## Is imaging right for the records?

Does it make good business sense to scan paper records? There are no definitive rules for when you should scan or not, but here are some factors to consider before starting a scanning project.

| <i>PROBABLY SHOULD SCAN</i>   | <i>PROBABLY SHOULD NOT SCAN</i>  |
|---|--|
| Active records:<br>frequently used or requested   | Inactive records:<br>rarely used or requested  |
| Return on investment (ROI) is possible before expiration of retention period  | Retention period is already met or will be met before return on investment (ROI) is realized |
| There are sufficient resources to support and upgrade the electronic system over time   | There are no ongoing maintenance, storage, or system migration funds available               |
| Replacing the paper original of a record as an access strategy  | Replacing the paper original of a permanent record as a preservation strategy                |
| Feasibility studies have been conducted to ensure that there are adequate resources available to cover ongoing imaging costs of document preparation, scanning, indexing, and retrieval | No feasibility studies have been conducted beyond setting the goal of "going paperless"      |

## How do I practice quality control?

- ✓ Prep documents carefully to ensure they can be scanned efficiently (unfold paper, remove staples, organize in correct order, etc.)
- ✓ Scan text documents at a minimum resolution of 200 dpi (dots per inch), and scan drawings and maps at a minimum resolution of 300 dpi.
- ✓ Perform a visual inspection of a representative sample of digitized records (at least 10%).

## Can I destroy paper records after scanning them?

**Yes**, records management laws and rules applicable to state agencies and local governments do allow for records to be kept electronically **in addition to, or instead of**, physical copies (TGC 441.189[a] & LGC 205.002).

Consult with legal counsel first to ensure that any regulatory or auditing agencies other than TSLAC do not require records to be retained in their original format.

## Do I need to document the destruction of paper originals?

No. Designate the scanned electronic image as the official record copy (to be retained for the full retention period) and the paper original as a convenience copy. Destruction of convenience copies does not need to be documented on a disposition log.

## Practice Four Main Principles

1. **Authenticity:** Add or migrate metadata via indexing to ensure that the origin and trustworthiness of the original record remains intact.
2. **Integrity:** Implement and maintain security access controls to ensure electronic records are complete and unaltered; implement regular backup and recovery procedures to prevent premature loss.
3. **Reliability:** Perform quality control inspections to ensure digitized images are true and correct copies of original records.
4. **Usability:** Upgrade and migrate electronic recordkeeping systems regularly, use preservation formats (e.g., TIFF or PDF), and use descriptive file names to ensure that records can be readily retrieved.