

# MINUTES OF THE DIGITAL IMAGING GUIDELINES REVISION SUBCOMMITTEE MEETINGS

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**3 DECEMBER 2002, 1:00 P.M.**

**DRAFT**

*Present:* Charlie Arp, Kevin Callaghan, Judy Cobb, Joe Dickman, Mark Schmidbauer, Pari Swift, Carol Thomas

*Absent:* Carol Volle

- I. Members introduced themselves to the subcommittee.
- II. Schmidbauer led the subcommittee through a point-by-point review of the Digital Document Imaging Guidelines. Members discussed any issues that they had concerning the current recommendations and any additions that they felt should be included in the updated guidelines. It was decided that the revised guidelines should be subdivided into sections on project planning, technical issues, system implementation, archival concerns and bibliography. Consequently, the numbering system will change. Members volunteered to work on one or more sections as follows:

(for purposes of these minutes, the current, not the new, numbering system will be used)

Arp: Rec. 1, Rec. 11, Rec. 18, Bibliography, AIIM references

Callaghan: Rec. 3, Rec. 10, Rec. 13

Cobb: Rec. 5, Rec. 11

Dickman: Rec. 2, Rec. 6, Rec. 17, Rec. 18

Schmidbauer: Rec. 4, Rec. 7, Rec. 9, Rec. 14, Rec. 15, Bibliography

Swift: Introduction

Thomas: Rec. 1, Rec. 16

Recommendations 8, 12, 19 only require minor word changes that will be done as a group during the editing process.

- III. Schmidbauer will contact Gartner about including their texts in the bibliography. The subcommittee will look into including Imaging Guidelines from other states. Subcommittee members were urged to keep track of any sources that they use while researching their sections for inclusion in the bibliography.
- IV. Subcommittee members should have draft sections to Swift by 9 January 2003 to begin review by other subcommittee members. This review will take place via email. The review period will end on 31 January 2003. A draft should be ready to be discussed at the 11 February 2003 meeting to be held at 1:30 at the Ohio Historical Center.