

DIGITAL DOCUMENT IMAGING SUBCOMMITTEE FINAL REPORT TO THE ERC

14 September 1999

While drafting the Ohio Electronic Records Policy, the Electronic Records Committee (ERC) became increasingly aware of the need for more guidance on specific issues and technologies. Subcommittees were formed to address specific electronic records issues common to state agencies. This subcommittee was formed to consider digital document imaging in depth and to develop technical guidelines that would enable agencies to implement the electronic records policy.

In November 1998, notices were posted via the ERC website and various listservs regarding the formation of the Digital Document Imaging Subcommittee. Interested and knowledgeable individuals who were or were not members of the Electronic Records Committee were invited to participate. Indications of interest were received through January 1999.

Mark G. Schmidbauer, Systems Analyst Supervisor from the Ohio Bureau of Workers' Compensation, agreed to serve as chair and Laurie Gemmill, Electronic Records Archivist from the State Archives, is acting as the Coordinator. There are 15 members of the subcommittee. Members have various backgrounds and membership includes records managers, archivists, vendors, IT professionals, as well as state agency staff. A list of members is attached.

The subcommittee met five times in 1999: 27 January, 3 March, 7 April, 2 June and 28 July. The subcommittee has also conducted discussion and posted notices via a digital imaging listserv. Minutes of meetings are attached. An interim report was submitted to the ERC at the 5 May meeting. At the 28 July subcommittee meeting, final changes to the guidelines were approved. Draft guidelines were posted to the ERC website on 5 August 1999.

The original charge to the digital imaging subcommittee was to:

- create a set of guidelines for imaging material that has a retention period of less than ten years
- create a set of guidelines for imaging material that has a retention period of greater than ten years
- consider if documents with retention periods of greater than ten years should be destroyed after imaging; if so under what criteria?

However, during the course of the meetings, the need for a different kind of document became clear. As there are many agencies with little or no experience with digitization, this set of guidelines evolved into something that would provide background information that would prove more helpful to agencies. It was decided to include information such as factors to consider when contemplating an imaging project, and specific guidelines on procedures that should be taken to ensure continued access to public records.

DIGITAL DOCUMENT IMAGING SUBCOMMITTEE FINAL REPORT TO THE ERC

The subcommittee hereby submits the attached draft guidelines for consideration and adoption by the Electronic Records Committee. We recommend that these guidelines be revised on a regular basis, possibly annually.