

DIGITAL DOCUMENT IMAGING SUBCOMMITTEE INTERIM REPORT TO THE ERC

5 MAY 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.

The imaging subcommittee was charged 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?

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 has met three times thus far in 1999: 27 January, 3 March, and 7 April. The subcommittee has also conducted discussion and posted notices via an imaging listserv. [Minutes](#) of each meeting are attached.

During the course of the meetings, the need for a slightly different 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 more background information and prove more helpful to agencies. It was decided to include additional information such as, factors to consider when contemplating an imaging project, general tips on scanning, as well as specific guidelines on procedures that should be taken to ensure continued access to public records.

The subcommittee has developed the following areas to be covered in the guidelines:

- Introduction
- Imaging Cost Considerations

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- Document Preparation and Scanning
 - Formats
 - Levels of Scanning
- Security
- Documentation
- Backup
- Destruction/Disposal
- Disaster Preparedness

The subcommittee is not yet prepared to present a set of imaging guidelines as the guidelines are still in draft form at this time. The subcommittee will continue to meet until these guidelines are completed, reviewed and accepted by the Electronic Records Committee.