

SAVE THE DATE

OERC Digitization Workshop- Oct. 6, 2017

To Scan or Not to Scan: That is the Question

Is your office considering digitizing its paper records? If so, you need to attend the **Ohio Electronic Records Committee's (OhioERC)** fall seminar. Before starting to scan, you need to consider how digitization will impact your records operations, including accessibility, management, and disposition. This half-day seminar will address these issues and the criteria for determining which records to scan. There will also be a demonstration of the OhioERC's scanning feasibility tool, which can help agencies analyze their records for digitization. The seminar also includes hands on activities and tours of the scanning operation at the Delaware County Records Center and Archives. Attendees will come away with an enhanced understanding of when, why and how to scan documents.

Date: October 6, 2017

Time: AM session: 9:00 —11:30am **The OhioERC will host two**
PM session: 1:00 — 3:30pm **identical sessions.**

Location: Frank B. Willis Government Building
2079 US Rt. 23 North, Delaware, OH 43015

Presented at no charge by the Ohio Electronic Records Committee.

Please share with interested colleagues, groups, or mailing lists. Registration details TBA

Questions? Contact the OhioERC at ohioerc@ohiohistory.org or visit Ohioerc.org

