DIGITIZING RECORDS? THINGS TO THINK ABOUT

RECORDS MANAGEMENT SESSION

Dalhousie Libraries

Dalhousie University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq. We are all Treaty people.

OVERVIEW

➢ Is it worth it?

➢ Changing formats

➢ I just use the office scanner/printer to do my scanning…..

➢ Legislation & Standards

➢ Assessment = Yes it is worth to do it! > Next Steps

➢ Auditing, Security, Access, & Storage

➢ Quality assurance

➢ Applied retentions

IS IT WORTH IT?

Measuring the Return on Investment (ROI)

➢ Do the records fall under the university's Records Management Policy?

➢ How long do records need to be retained?

➢ How often must the records be accessed

Do an assessment!

CHANGING FORMATS

When changing the format of a record you must be able to prove the 'new' format is a **true form of the original.**

That the content:

- ➢ is readable

- ➢ has not been altered in any way

- ➢ has not be improperly accessed

LEGISLATION & STANDARDS

➢ Canada Evidence Act (Fed)

➢ Electronic Evidence Act (Bill 72 NS)

➢ Evidence Act (NS)

➢ Canada General Standards Board — Electronic records as documentary evidence *(CAN/CGSB -72.34-2017)*

➢ ISO 14641:2018, ISO 16175-2:2011, ISO/TC 46/SC 11 *(Catalogue)*

EVIDENCE ACT (NS)

- Burden of Proof: submission of E-records as evidence & proving its authenticity by evidence capable of supporting a finding that the electronic record is what the person claims it to be. (Section 23C)

- Best Evidence Rule: on proof of the integrity of the electronic records system in or by which the data was recorded or stored (Section 23D(1))

CAN/CGSB-72.34-2017

The integrity of the records system in which the record was made or received, or stored, and/or the reliability of the recordkeeping processes, can be proven"

National Standards of Canada Electronic Records as Documentary Evidence, CAN/CGSB-72.34-2017 Section 5.2.1.

I JUST USE THE OFFICE SCANNER/PRINTER TO DO MY SCANNING…..

This is fine for somethings - but think:

- Quality of Image & Resolution
  - Do you check the image you scanned before you send it?
  - Machine default is 200dpi vs The minimum standard of 300dpi

- Storage
  - How many copies is this producing?
  - 24 hrs machine's hard drive (24hrs auto deleted) > emails > downloads > naming conventions

- Security
  - Who has access to machine?
  - Emailed the right person?

ASSESSMENT = YES IT IS WORTH TO DO IT!

Next steps…..Do homework

- Do an assessment of what is to be done

- What record types are to be captured?

- Understand workflows

- What formats will be used?

- What measurement of the resolution will be needed?

YES IT IS WORTH TO DO IT! NEXT STEPS….. *CON.*

➢ How digitized? Consider amount & condition of documents and pick the best scanner model and software

➢ How will quality check be done?

➢ When will the new format be 'qualified as the 'record'?

➢ Where will imaged be stored?

AUDITING, SECURITY, ACCESS, & STORAGE

➢ When looking at the technology

  ➢ Storage approved by Dal (Electronic Information Storage Guidelines)

➢ What record types are scanned and stored

  ➢ DalCLASS

➢ Retention able to be applied

  ➢ DalCLASS

➢ Reporting features

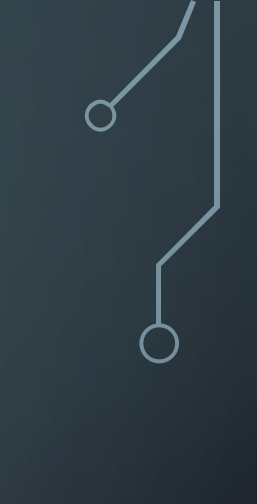 ➢ Auditing, security, & access controls

QUALITY ASSURANCE

Document!!!!

- ➢ How will this look

- ➢ Who will be doing it

- ➢ When is the paper deemed transitory and the digitized document the source of truth record?

DOCUMENT!!

Have the program specs documented reviewed by the University Records Manager and authorized by senior leadership.

APPLIED RETENTIONS

DalCLASS

How to apply it the systems stored in

Contact

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