Records Governance Services (RGS)

**Records Digitisation Project Plan**

The University has responsibilities under the *NSW State Records Act 1998* to appropriately and lawfully create, manage and dispose of University records. This plan helps ensure the digitisation of University records is properly planned and managed in accordance with the NSW State Records – [Digitisation Technical Specifications](https://staterecords.nsw.gov.au/recordkeeping/guidance-and-resources/technical-specifications).

This plan can be used for an ongoing digitisation activity for a group of records within a University unit, or when undertaking a one-off project to digitise a specific group / collection of University records.

|  |
| --- |
| * It is a requirement to prepare a Digitisation Plan if you are planning to digitise hardcopy source records and treat the digitised copy as the official record. * If you plan to destroy the original source record, ensure this is permitted under the NSW State Records – [Original or source records that have been copied Authority (GA45).](https://staterecords.nsw.gov.au/recordkeeping/guidance-and-resources/original-or-source-records-have-been-copied-ga45) * It is unlawful to destroy digitised source records without a completed and authorised Digitisation Plan, and Records Destruction Authorisation Form. |

## Digitisation Plan summary

|  |  |
| --- | --- |
| School / Unit name: |  |
| School / Unit contact (name and position): |  |
| Location of School / Unit and records: |  |
| Short description of records: |  |
| Plan review date (if an on-going project): |  |

## Details of person submitting the Digitisation Plan

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Signature: |  |
| Date: |  |

## Authorisation by Head of School / Business Unit

I confirm that the requirements of ***NSW State Records Digitisation Technical Specifications*** and, **NSW State Records (GA45) Original or source records that have been copied**,are being met in respect to converting or digitising the records outlined in this Digitisation Plan.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Signature: |  |
| Date: |  |

# Source records to be digitised

## Overview of source records

|  |  |
| --- | --- |
| Description of records:  (Type and purpose) |  |
| Retention period for the records: |  |
| Business/researcher users of records: |  |
| Intellectual property: |  |

## Physical characteristics of source records

|  |  |
| --- | --- |
| Size(s):  (A4, A3, Various, etc) |  |
| Document structure:  (handbook, folded, bound, etc) |  |
| Single, double-sided or combination: |  |
| Potential scanning issues:  (dog ears, staples, various types of paper sizes, University seals requiring higher quality imaging etc.) |  |
| Additional informational content:  (post-it notes, memos, etc.) |  |
| Artefactual value:  (unique or significant cultural, artistic or historical attributes to the physical record which warrants its ongoing retention) |  |

## Risks and benefits of digitising source records

|  |  |
| --- | --- |
| Purpose of digitisation: |  |
| Risks involved in digitisation: |  |
| Statement of benefits: |  |

# Digitisation process

## Overview of the digitisation project

|  |  |
| --- | --- |
| On-going / one-off project:  (indicate timeframe for one-off project) |  |
| Scanning on University premises / off-site provider: (indicate campus location/ service provider details) |  |
| Staff conducting onsite digitisation: |  |

## Scanning and processing

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Scanning equipment to be used (hardware and software): | | | | |
|  | **Text and Image Documents** | | **Photographs** | |
| (Tick all relevant) | **Black & White** | **Colour** | **Black & White** | **Colour** |
| **Description** | Content is only black & white. | Content is *colour and is meaningful* to understanding the content. | Content is *only* black & white. | Material is  *only* colour photographic material. |
| **Type of Image** | Bi-tonal | Colour | Greyscale | Colour |
| **Recommended Minimum Technical Specifications** | | | | |
| **Resolution (dpi)** | 300 dpi | 600 dpi | Sufficient to provide >3000 pixels across long dimensions | Sufficient to provide >3000 pixels across long dimensions |
| **Bit-depth (bit)** | 1 bit | 8 bit | 8 bit | 24 bit |
| **Colour Management** | Not Applicable | Embedded ICC Colour Profile | Embedded ICC Colour Profile | Embedded ICC Colour Profile |
| **Compression** | Lossless compression | Lossless compression | Lossless compression | Lossless compression |
| **Additional Information** | | | | |
| Output format (PDF/A, TIFF, JPEG2000): | | | | |
| Optical Character Recognition (OCR) used (Y/N): | | | | |
| Metadata to be captured:  (e.g. naming convention to be used, date format to be used) | | | | |
| Post-processing of digitised images (cropping, consolidation of files, renaming etc.): | | | | |
| Temporary output location of digitised record (shared drive, email, etc.): | | | | |

## Source record handling before and during digitisation

|  |  |
| --- | --- |
| Physical storage location of records before scanning: |  |
| Tracking and transport method: |  |
| Pre-processing of records before scanning:  (removal of staples etc.) |  |
| Special handling requirements during scanning:  (e.g. nitrile gloves for photos. Nitrile gloves, masks and eye protection for dusty records) |  |

## Quality assurance (QA)

|  |  |
| --- | --- |
| Digitisation QA checklist to be used (Y/N):  (refer [Recordkeeping Guide - Scanning and Disposal Process for Digitised Records](https://www.newcastle.edu.au/trim/records-management/trim-records-management-tools?RecordNumber=D15%2F336502)) |  |
| Specific QA measures required:  (e.g. signatures / seal clear, colour included, etc.) |  |
| Metadata QA activities: |  |
| Frequency of monitoring equipment and process: |  |
| Process following quality failure: |  |
| Post-failure remediation activities  (testing and reconfiguration of scanner etc.): |  |

# Management of records after digitisation

## Management plan for digitised records

|  |  |
| --- | --- |
| Recordkeeping system to manage records:  (Content Manager (TRIM) or specific University Approved Information System) |  |
| Digital storage location: |  |
| Digital security and access: |  |
| Privacy implications and access considerations: |  |
| Backup procedures:  (if records not being managed in TRIM) | Refer to DTS |
| Specific backup and restoration protocols:  (if records not being managed in TRIM) | Refer to DTS |
| Disaster recovery procedures:  (if records not being managed in TRIM) | Refer to DTS |

## Management plan for source hardcopy records

|  |  |
| --- | --- |
| Retention period and disposal action for source records:  (Minimum retention requirement of three months for QA prior to destruction) |  |
| Temporary physical storage location: |  |
| Security and physical access to location: |  |
| Secure destruction method: |  |

## Authorisation by Manager, Records Governance Services

I confirm that the requirements of ***NSW State Records Digitisation Technical Specifications*** and, **NSW State Records (GA45) Original or source records that have been copied**,are being met in respect to converting or digitising the records outlined in this Digitisation Plan.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Signature: |  |
| Date: |  |

*END OF PLAN*