



## DIRECTIVE

<b>DATE: October 15, 2020</b>	<b>CATEGORY: Finance Materials Management</b>
<b>SUBJECT: Digitization</b>	<b>NUMBER: FNS-II-06-01</b>
	<b>REVISION DATE:</b>

**Service Objective:**

This Directive will establish consistent processes and procedures for a Digitization Process.

Not all administrative records can or need to be replaced by a digital copy. Records that have enduring historical value and form part of the Board’s documentary heritage or that must be retained in their original paper format for legal or business purposes fall outside the scope of this Directive.

**Service Description:**

**1. Preparing the Records for Digitization**

- a) Remove staples and paper clips;
- b) Unfold and flatten documents;
- c) If the document is of an irregular size, torn, not legible, of poor quality, of poor color, then make photocopy prior to digitization, ensuring that the photocopy represents an accurate version of the document;
- d) If a post-it must be scanned, put it on a separate empty page that will be digitized before the related page;
- e) Pages should be in sequence and properly orientated;
- f) All pages of documents must have a document number;
- g) If the document is double sided, the setting on the scanner must be changed accordingly.

**2. Saving Digitized Records**

The digital copies will be retained according to the Board’s Records Retention Schedule. While each department is responsible for creating specific instructions for saving/safeguarding copies, the general steps to follow include:

- a) Create a folder or similar location for digitized records to be saved, according to the records classification;
- b) Open up the digitized document;
- c) Enter a file name for the digitized record – consistent with department specific naming conventions;
- d) Save the document;
- e) Delete the images from the temporary location;

### **3. Quality Assurance and Auditing**

- a) Another staff member verifies the digitization work by viewing and ensuring that the digital copies and file names are accurate;
- b) Digitized images are verified to ensure that they are of good quality and are legible and readable when displayed on a computer screen and reproduced on paper;
- c) Processes and procedures are subject to monitoring and auditing on a regular basis to ensure the best quality digital copies;
- d) Copies are audited for reliability and authenticity;
- e) Monthly control reports indicating the records that were scanned, the names and titles of the people who did it, and any issues arising during the digitization processes and if those issues were resolved.

### **4. Security and Access**

- a) Paper records containing confidential, sensitive, personal or health information should be housed in a secure area in either a locked cabinet or room;
- b) Digital records containing confidential, sensitive, personal or health information should be stored on a secure server or network that is password protected;
- c) Access to paper and digital records should be limited to those staff who need to use the records to perform their duties;
- d) Access will be assigned by the supervisor, manager or director of the department as appropriate;
- e) IT will implement the access restrictions for the digital records.

### **5. Temporary Storage of Paper Records**

- a) Paper records are filed daily by batch;
- b) On a regular basis the following information is recorded on a spreadsheet for each file location: first document number/description, last document number/description date range of the document, and digitization date;
- c) If stored in boxes, boxes are labeled;

**6. Disposal of Paper Records**

Paper records should be retained for three (3) months after quality assurance has been completed, then destroyed in accordance with the Records Retention and Disposal policy.

**7. Quality Assurance Checklist**

After digitization, the following quality assurance verification is done to all images:

- Quantity check - All pages of a document have been digitized.
- Digitized text and annotations are clearly legible.
- There is no line or page break.
- The pages are correctly oriented.
- The image is not too light or too dark.
- The image does not have noise (dust on the paper or on the camera, undesired pixels, etc.).
- Confirmation that the image accurately reflects the source document.

Prepared by:



\_\_\_\_\_  
Program Director

October 15, 2020

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Date



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Chief Administrative Officer

October 15, 2020

\_\_\_\_\_  
Date

<b>MONTHLY DIGITIZATION CONTROL REPORT</b>					
<b>Instructions</b>					
This monthly digitization control report must be completed each month and provided to the Program Director.					
<b>Digitization Control Report</b>					
Report Date					
Digitization Dates Range	From:				
	To:				
Records Series Titles or Brief Description	Record Start Date	Record End Date	Digitization done by (name and signature)	Quality Assurance done by (name and signature)	Comments
<b>Quality Assurance Checklist</b>					
- all pages of document have been digitized					
- digitized text and annotations are clearly legible					
- there is no line or page break					
- pages are correctly orientated					
- the image accurately reflects the original source document					