DIGITIZATION GUIDELINES FOR ADMINISTRATIVE RECORDS

1. PREAMBLE

The **Digitization Guidelines for Administrative Records** are a guideline on digitizing administrative records. Under these Guidelines, the digitized record will replace the paper record. These Guidelines establish consistent processes and procedures for the development of a credible digitization management program and comply with legal, provincial and university requirements.

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 University's documentary heritage or that must be retained in their original paper format for legal or business purposes fall outside the scope of these Guidelines. Digitized records that do not comply with the **McGill University Records Retention Schedule** and do not adhere to the current Guidelines will not be approved for substitution under the McGill University **Substitution of an E-Version as Official Record**.

2. OVERVIEW

These Guidelines are issued in support of McGill University Archives' **Terms of Reference**, the **McGill University Records Retention Schedule**, **Substitution of an E-Version as Official Record** and **Recognition of the Born-Digital Record as the Official Record**.

The specifications enumerated in these Guidelines are applicable to the digitization of administrative records.

McGill University must conform to these Guidelines to ensure that the digital copies:

Can replace paper **record**s as the official documentary evidence;

Refer to the Procedures contained herein for details regarding the implementation and interpretation of the Guidelines.

3.

4.2   Digitization Technical Requirements for Paper Records

a) Desktop scanners or Uprint are acceptable for digitization;
b) The scanner is set-up for a resolution of 300 dpi, greyscale or colour;
c) The paper records are imported in one of the following formats: JPEG, PDF or PDF/A;
d) When possible, Optical Character Recognition (OCR) should be applied to the digital records.

4.3   Security and Access

a) Both paper and digital records should have the same level of security and access;
b) Security and access should reflect the appropriate level of confidentiality and protection of personal information contained within the records;
c) Records that require greater security should be secured and protected;
d) Paper records containing confidential, personal, health or sensitive information

5. PROCEDURES: HOW TO DIGITIZE ADMINISTRATIVE RECORDS

5.1 Preparing the Records for Digitization

a) Remove staples and paper clips;
b) Unfold and flatten documents;
c) If the document is

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 report indicates the records that were scanned, the names and titles of the people who did it, if any issues arise during the digitization processes (for example, if the indexed document is missing an image) and if those issues were resolved.

5.5 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 and if required, the documents should be encrypted;
c) Access to paper and digital records should be limited to those staff who need to use the records to perform their duties (those who do not need the records should not have access to them);

5. Images Management

Software that manages the images or, if there is no software, the path to the repository on the shared drive.	
Name and title of people authorized to give adequate access and permissions to the software or shared drive.	
Staff teams or groups that can access the image to accomplish their tasks. For example: HR hiring team, bank accounts team, contributor group of an intranet site, etc.	
List of the index terms given to images	
File name convention for images	
IT security	The images, the software or the shared drive benefit from the same security measures as McGill's entire IT systems.

6. Approbation

I confirm that this declaration gives accurate information about the digitization done in the mentioned unit.

I also confirmed that all required personnel will comply with the procedures given in the **Digitization Guidelines for Administrative Records**. This compliance will be confirmed by a monthly control report sent to me.

The declaration must be validated by MUA. This declaration is reviewed when necessary and if the head of the unit changed. Any changes must also be validated by MUA.

ANNEX B

MONTHLY DIGITIZATION CONTROL REPORT

1. Instruction

This monthly digitization control report must be completed each month and given to the head of the unit.

2. Digitization Control Report

Report Date	
Digitization Dates Range	From: To:

Records Series Titles or Brief Description	Records Start date	Records End date	Digitization done by (name and title)	Quality assurance done and errors corrected, if any (yes or no)	Other comments

3. Quality Assurance Checklist

Before a digitization batch:
   Check that only the equipment and configuration mentioned and in the Digitization Declaration of your unit (section 4) are used.

After digitization, the following verification is done to all images:
   Quantity check004 175.1 reETlon1.06 635.14 175.1 reW*nBT/F1 9 Tf1 0 0 1 187.58 190.49 Tm0 g[( )]TJETQ EMC /P Oo