



DIGITIZATION STANDARDS FOR UNIVERSITY RECORDS

PURPOSE

This standard relates to the [Records Management Policy](#)

The purpose of this document is to support and outline in detail the requirements for digitizing University Records. These requirements are mandatory and must be adhered to by all Brock staff who are digitizing University Records, where the digitized document will be used as Brock's official record to replace paper records. This does not apply to documents scanned for convenience or reference (transitory documents).

This standard identifies the minimum standard for digitizing University Records at Brock. The Canada Evidence Act allows for electronic records to be presented as evidence, so long as the records can be shown to be reliable. The Electronic Records as Documentary Evidence standard (CAN/CGSB 72.34-2017, Section 6.4.2.2) requires quality controls to be in place at the following junctures in digitization:

- Document preparation
- Scanning and indexing
- Upload

SCOPE

These standards apply to digitization of University Records, but do not apply to Transitory Records, as those terms are defined in the Records Management Policy.

These standards apply to any University employee, volunteer, or agent who is digitizing University Records for the purpose of replacing the paper copy.

DOCUMENT PREPARATION

Prior to scanning a University Record, a University employee, volunteer, or agent must:

- Check that all pages are present, and scannable.
- Fix any folded or torn pages that could prevent content from being scanned.
- Remove all staples, paperclips, sticky notes, page flags, or bull clips

SCANNING

All University Records must be scanned in PDF format according to the specifications set out in the Technical Specifications table at the end of this Standard.

After scanning a University Record, a University employee, volunteer, or agent must:

- Check to ensure that all pages were scanned, and non-are missing (be sure to look for double-sided pages)
- Check to ensure no text was cut off along the sides of the page - scan does not need to be perfectly straight, but if content has been cut off, the document should be rescanned
- Conduct a final page count to ensure all pages were scanned properly

UPLOADING

All University Records digitized pursuant to this Standard must be uploaded to the relevant records repository using a naming convention and metadata appropriate to the files and the repository. After uploading a digitized University Record to a repository, the University employee, volunteer, or agent responsible for uploading the record must conduct a final file count to ensure all files were uploaded into the records repository for the department.

- Contact the Records Coordinator (recordsmgmt@brocku.ca) for help in creating naming conventions if needed.

DISPOSITION

Where records have been digitized in accordance with this Standard, the digital version becomes the University Record and all other versions become copies that can be destroyed via secure shred bin.

Technical specifications
(Taken from Library & Archives Canada)

Document Type	Resolution		Scanning ratio	Colour profile	Bit depth	Compression	Format
Textual documents – Black-and-white	300 ppi to 600 ppi 4000 pixels across longest dimension		1:1	greyscale	8	lossless	Tagged Image File Format (TIFF) PDF/A
Textual documents – Colour	300 ppi to 600 ppi 4000 pixels across longest dimension		1:1	red-green-blue (RGB)	24	lossless	TIFF PDF/A
Photographs – Black-and-white	35 mm	2700 ppi	1:1	greyscale	8	lossless	TIFF
	4 x 5; 5 x 7	800 ppi					
	8 x 10	400 ppi					
	4000 pixels across longest dimension						
Photographs – Colour	35 mm	2700 ppi	1:1	RGB	24	lossless	TIFF

	4 x 5; 5 x 7	800 ppi					
	8 x 10	400 ppi					
	4000 pixels across longest dimension						
Maps, architectural plans, blueprints	300 ppi to 600 ppi 6000 pixels to 8000 pixels across longest dimension	1:1	greyscale	16	lossless	TIFF PDF/A GeoTIFF	
			RGB	24			

