

Electronic Records Management System (ERMS)

ERMS Process Guide 2

Scanning Records into ERMS

1. Purpose

This Process Guide describes the process for scanning hard copies of documents or information considered records to be included within the University's Electronic Records Management System (ERMS).

2. Introduction

ANU staff are required to retain records of the business activities undertaken on behalf of the University. The ANU policy on records and archives management states that staff will:

- document activities performed and decisions made on behalf of the University, and
- incorporate records created and received into the University's recordkeeping systems.

In order to comply with legislation and ANU policy it is essential that relevant records be held within ERMS. Further information relating to what constitutes official University records, their importance and our legislative requirements can be found on the [University Records website](#).

3. Related Information

National Archives of Australia (NAA) provide scanning specifications and can be found at: <http://www.naa.gov.au/records-management/digital-transition-policy/scanning-incoming-paper.aspx>, and are summarised below.

Text and graphics documents with high contrast and low contrast (low contrast includes watermarks, grey shading, faded text, coloured background) and where colour is either not present or not essential for understanding the document:

- Format: PDF
- Resolution 300 dpi
- Scanning ratio: 100%
- Colour profile: greyscale

Documents with text or graphics including colour, high contrast and low contrast (low contrast includes watermarks, grey shading, faded text, coloured background):

- Format: PDF
- Resolution 300 dpi
- Scanning ratio: 100%
- Colour profile: colour

Check the machine is 300 dpi. The NAA states that the minimum level of scanning quality is 300 dpi – all Konica multifunction machines (photocopiers that also scan) are set to 300 dpi. Other machine brands dpi settings need to be checked with your local IT support persons.

It is important that all records added to a folder are verified by the individual contributing them. Undertaking this check ensures that all ERMS users have access to relevant, complete and useful records into the future as well as complying with legislation and ANU policy.

How to check the quality of images scanned

- Both sides of double sided pages have been copied
- Number of pages in the scan compare with the number of pages in the original. This can be verified against the scanned counter reading for each scanned file
- Pages have been fully scanned (i.e. there have been no parts of the page missed in the scan, particularly where text is close to the edge of the page)
- The scan is clear and the text can be easily read, (particularly if there is faint print or annotations)
- Quality criteria for images will include consideration of overall legibility
- Smallest detail legibly captured (e.g. smallest type for text; clarity of punctuation marks; including decimal points)
- Completeness of detail (e.g. acceptability of broken characters, missing segment of lines)
- Dimensional accuracy compared with the non-digital source record
- Scanner-generated speckle (i.e. speckle not present on the non-digital source record)
- Completeness of overall image area (i.e. missing information at the edges of the image area)
- Density of solid black areas

Scanned documents can be confidentially destroyed after:

- The requirements of the NAA have been met, including the application of [General Records Authority \(31\)](#)
- The scanned and digital images have been quality assured checked and captured to the ERMS

4. Documents referred to in this Process Guide

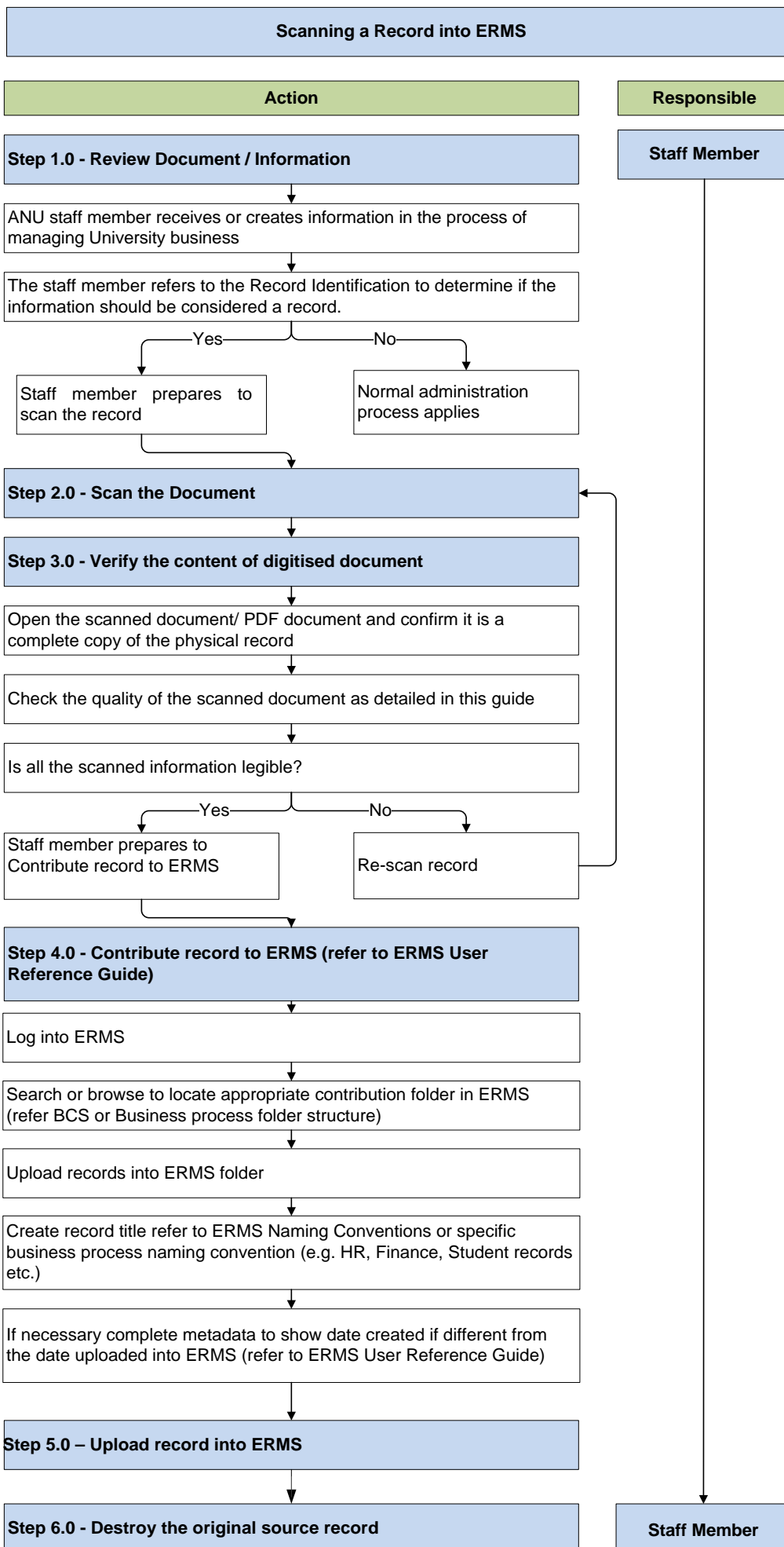
- ANU ERMS Record Identification Checklist (Checklist)
- ERMS User Reference Guide
- ERMS Naming Conventions or specific business process naming convention (e.g. HR, Finance, Student records etc.)
- BCS or Business process folder structure
- [General Records Authority \(31\)](#): For source (including) original records after they have been copied, converted or migrated

5. Abbreviations used in this Process Guide:

BCS: Is an acronym for Business Classification Scheme

ERMS: Electronic Records Management System

300 DPI: Dots per square inch



Process steps: Scanning Records into ERMS

Step	Action	Responsibility
1.0	Review Document / Information	Staff member
1.1	ANU staff member receives or creates information in the process of managing University business	“ “
1.2	The staff member refers to the Record Identification to determine if the information should be considered a record.	“ “
1.3	If Yes it is record then staff member prepares to scan the record If No normal administration process applies	“ “
2.0	Scan the Document	“ “
2.1	Check Scanner that it is 300 dpi	“ “
2.2	If Yes scan the record If No contact Local IT area to identify level of dpi	“ “
2.3	Scan the Document	“ “
3.0	Verify the content of digitised document	“ “
3.1	Open the scanned document/ PDF document and confirm it is a complete copy of the physical record	“ “
	Check the quality of the document scanned as detailed in this guide	“ “
	Is all the scanned information legible Yes/ No	“ “
3.2	If no re scan – (back to 2.0)	“ “
4.0	Contribute record to ERMS (refer to ERMS User Reference Guide)	“ “
4.1	Log into ERMS	“ “
4.2	Search or browse to locate appropriate contribution folder in ERMS (refer BCS or Business process folder structure)	“ “
4.3	Upload records into ERMS folder	“ “
4.4	Create record title refer to ERMS Naming Conventions or specific business process naming convention (e.g. HR, Finance, Student	“ “
4.5	If necessary complete metadata to show date created if different from the date uploaded into ERMS (refer to ERMS User Reference Guide)	“ “
5.0	Upload record into ERMS	“ “
6.0	Destroy the original source record	
End of Process		