

# Digitisation Standard

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# What is the Project?

- Best practice and legal requirements for digitising records
- Criteria for the Chief Archivist to make decisions on the disposal of the original records
- Released as a discretionary standard under Public Records Act

# What is Digitisation?

- Conversion of an analogue form into a digital form.
- Includes scanning, imaging, 'snapshots'
- Creating a virtual file from a physical file

# Reasons for Digitising

- The purpose of digitisation is often to establish:
  - Back up
  - Long term preservation
  - Data capture
  - Integration with business systems
  - Saving fragile originals from wear & tear

# Imaging or Digitisation

- Offers huge advantages to organisations, who undertake it for:
  - Access (text searchable)
  - Distribution (email, etc.)
  - Convenience (linking e-recs and paper)
  - Exploitation (ability to provide e-services on searching 'old' data)
  - Preservation (migration)

# What is the problem?

- The reality of electronic work means that:
  - We receive and must deal with both paper and electronic mail and information in systems
  - We can't go 'fully' digital because we need continuing access to information contained in the paper records
  - We need faster retrieval/distribution than the paper records give us
  - We need better capacity to manipulate (re-use) information in the paper based records

# Recordkeeping Issues

- Must ensure that the record is a true and accurate (reliable) copy
- Defining processes to ensure that the digital version is acceptable as evidence
- Issues to do with who does it and how
- Technology obsolescence – formats, hardware, software
- Varying retention/migration requirements
- Can the originals be destroyed?

## Scope of project

- To include both
  - Digitisation for incorporation in EDRMS
  - Digitisation of existing analogue records
- Undertaking a digitisation project
- Selecting appropriate records for digitisation
- Software and format considerations
- Long term management of digital objects
- Management of paper originals of digitised records

# Advisory Group

- Barbara Reed (Recordkeeping Innovation)
- Alison Nevill (MED)
- Andy Fenton (NZ Micrographic Services)
- Liz Kolster & Adam Stapleton (SSC e-GIF)  
Mike Chapman & Joanna Newman (L.A.'s)
- Shane Beverley (DPMC)

# Project Stages

- Analysis and assessment of existing advice, standards, etc.
- Develop contents
- Exposure draft
- Consultation process
- Review & revision
- Publication as part of Continuum

# Project Timelines

- Exposure draft due out June/July
- For public comment for about 8 weeks
- Final version expected  
September/October

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# Any Questions ?

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