

# Should I scan this paper record?

How often do we use it?

More than 5 times  
a year

Less than 5 times a  
year

Is this something we need to retain long term?

Does it need to be viewed by multiple people in different locations?

No

Store onsite if room is available

Yes

No

Store offsite. Scanning can cost \$100-\$400 a box and will be too cost-prohibitive.

Yes

Do you have a place to manage these files electronically?

No

You should consider setting up some sort of electronic management system before pursuing scanning. A good system will be secure and allow you to input metadata.

Yes

Digitization may be a good choice for you.

Questions?  
[Records@ucop.edu](mailto:Records@ucop.edu)  
510-987-0399