Scanning records – where do I start?
Part 1 – Identifying your expectations

Background information:

You have purged your inactive records according to the retention schedule (see Getting Started: Managing Records).

You have filing cabinets with records in them that:

A. Everyone accesses all of the time;
B. Are NOT part of an ongoing litigation, audit or investigation; and
C. Take up a significant amount of space

This is an attempt to address the beginning steps of any scanning/imaging project.

STEP	ACTION	COMMENT
1	IDENTIFY your expectations up front	
	A. Why does your office need to scan your records?	Identify the issues or problems you are attempting to resolve. Do you need space, have lost documents, have a need for simultaneous or remote access to records, have compliance issues, inefficient processes, etc.
	B. Will you be able to destroy the paper records after you have scanned them?	According to the UC Records Retention Schedule, paper documents that have been scanned, after the scan has been verified as accurate and stored in a proper recordkeeping system may be destroyed **if**: • The scanning process meets authentication standards to assure the records' integrity, reliability and trustworthiness. • If the retention of the paper is not required by law or agency regulations. You will need to identify all of the legal provisions that dictate your recordkeeping requirements. Some require the records to be scanned and maintained a certain way in order to destroy the paper; some prohibit you from destroying the paper.
	C. Do you understand the full cost of scanning?	It might cost more to scan your records and manage them electronically for the entire lifecycle. It can be a costly commitment for UC to sustain their integrity, availability, and confidentiality over time.