



No. CORP-03

<b>Title:</b>	<b>POLICY ON RECORDS DIGITIZATION</b>
<b>CLASSIFICATION:</b>	CORPORATE AFFAIRS
<b>FIRST ADOPTED:</b>	July 10th, 2019
<b>AMENDED:</b>	August 27, 2019

### Article 1 – Objectives

The goal of this policy is to assist the college in meeting the following objectives:

- Fulfill the College’s legal obligations pertaining to digitization and destruction of source documents.
- Favor the preservation of digital records over analogue.
- Provide a framework for digitization projects.
- Reduce paper records for cost-effective storage.
- Provide better access to information.
- Ensure the longevity of the College's records.
- Ensure that digitized records are authentic, complete and accessible prior to the destruction of the physical copies.
- Ensure that the evidential value of the records remain intact during a format transfer.

### Article 2 – Legal and Administrative Context

The following legislation applies in order for a record to maintain legal and evidential value through digitization:

- [Act to Establish a Legal Framework for Information Technology, CLRQ c 1-1](#)
- [Archives Act, CQLR c A-21.1](#)

And in accordance with the following policies and documents:

- Policy on Information Security
- Archives Policy
- Dawson College Retention Schedule and Classification Plan
- La numérisation des documents: méthodes et recommandations. BAnQ.

### Article 3 - Definitions

**Accessible.** The digital reproduction must be available, searchable, and readable to all those with the appropriate access.

**Authentic.** The digital reproduction must be the product of a documented and authorized process.

**Complete.** Accurate, legible reproduction of the original that contains all intellectual and physical components of the original without alterations to content.

**Digitization.** The process of converting any physical or analogue item, such as a paper record, photograph or graphic items, into an electronic representation or image that can be accessed and stored electronically.

**Document.** Any recorded information that can be treated as a unit

**Evidential value.** The importance or usefulness of a record to prove or disprove fact.

**Records.** Recorded information produced or received in the conduct or completion of an institution's activities that comprise content, context and structure enough to provide evidence of these activities. A record may comprise of one or more documents.

## **Article 4 – Scope**

This policy applies to all administrative units of the College undertaking a digitization project.

## **Article 5 - Roles and Responsibilities**

### 5.01 The Director of Corporate Affairs

The Director of Corporate Affairs is responsible for the approval of this policy.

The Director of Corporate Affairs is responsible for the overall application of the policy.

With respect to the overall application of the policy, The Director of Corporate Affairs shall:

- Ensure modifications of the retention schedule are submitted to the BANQ before the completion of a record format transfer resulting in the destruction of the original hardcopies.
- Provide administrative heads with the digitization policy and the digitization form prior to a digitization project.
- Retain signed digitization form.

### 5.02 I.T. Services

I.T. Services shall:

- Provide adequate controls to ensure that digitized records are inalterable.
- Provide the heads of administrative units with the necessary resources for their digitization projects.

#### 5.03 Heads of Administrative Units shall:

- Review the digitization form with the Director of Corporate Affairs before embarking on a digitization project in which source documents will be destroyed.
- Approve the disposal of source documents after quality control process is done and the digitized versions are certified to be authentic, complete, and accessible.
- Submit digitization form to the Director of Corporate Affairs.
- Provide employees under their supervision with the necessary tools and training to understand and implement proper digitization techniques and quality control checks.

#### 5.04 Personnel

Personnel of all employment categories shall:

- Store digital documents in the designated areas of the College's network.
- Ensure that digital records meet the minimum technical requirements and are saved in the appropriate format.
- Perform quality control checks throughout a digitization project.
- Prepare physical documents for scanning by removing materials such as clips and staples.
- Comply with the College's classification plan, retention schedule, and records management policy.

### **Article 6 - Authority**

6.01 The application of this policy is under the authority of the Director of Corporate Affairs

### **Article 7 – Quality Control and Technical Requirements**

Quality control of images includes checking:

- That small details are legible such as small type size and punctuation
- Completeness of detail (missing segments of lines)
- Scanner generated speckle
- Completeness of overall image
- Correct naming and classification

Technical Requirements include:

- A minimum resolution of 300ppi
- File Format (PDF/A, TIFF). PDF/A format is preferred for long term storage however, standard PDF is sufficient if storage capacity is limited.

### **Article 8 - Effective Date**

This policy comes into effect on July 10<sup>th</sup> 2019.