

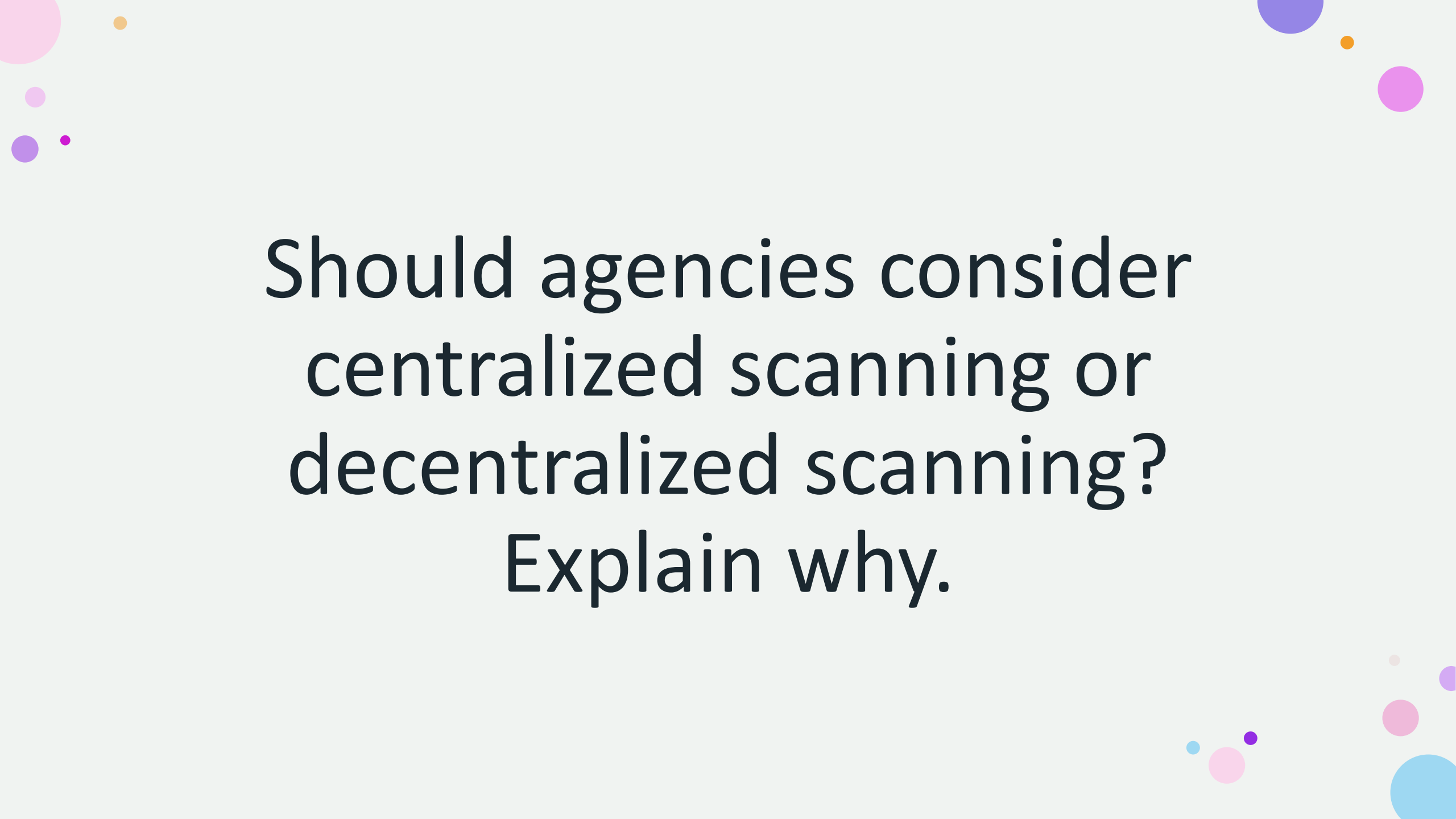


Digitizing Your Records, Part 2

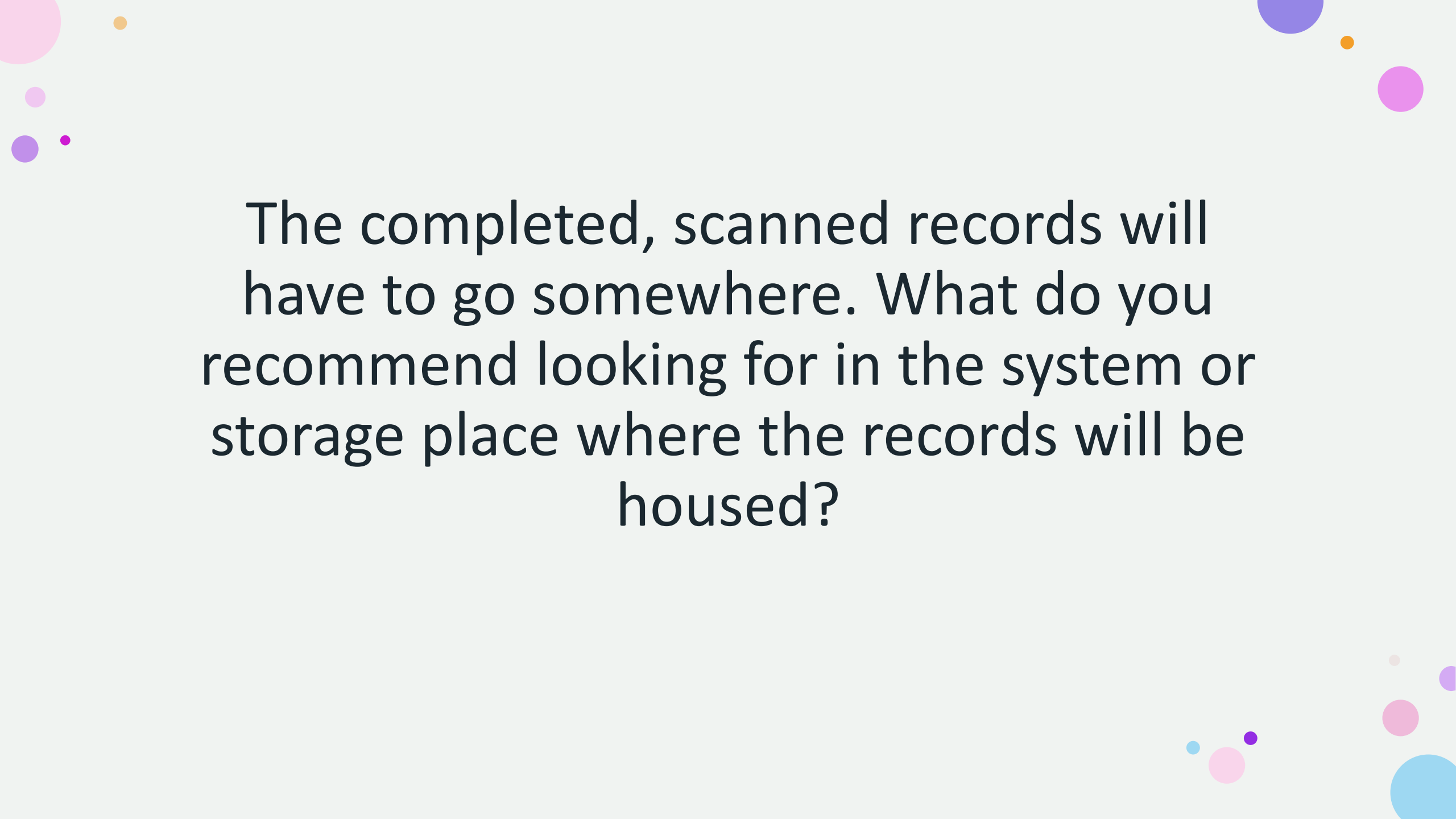
Rosie Bigelow (Records Officer, DFW)

Cynthia Jones (Scanning Guru, DFI)

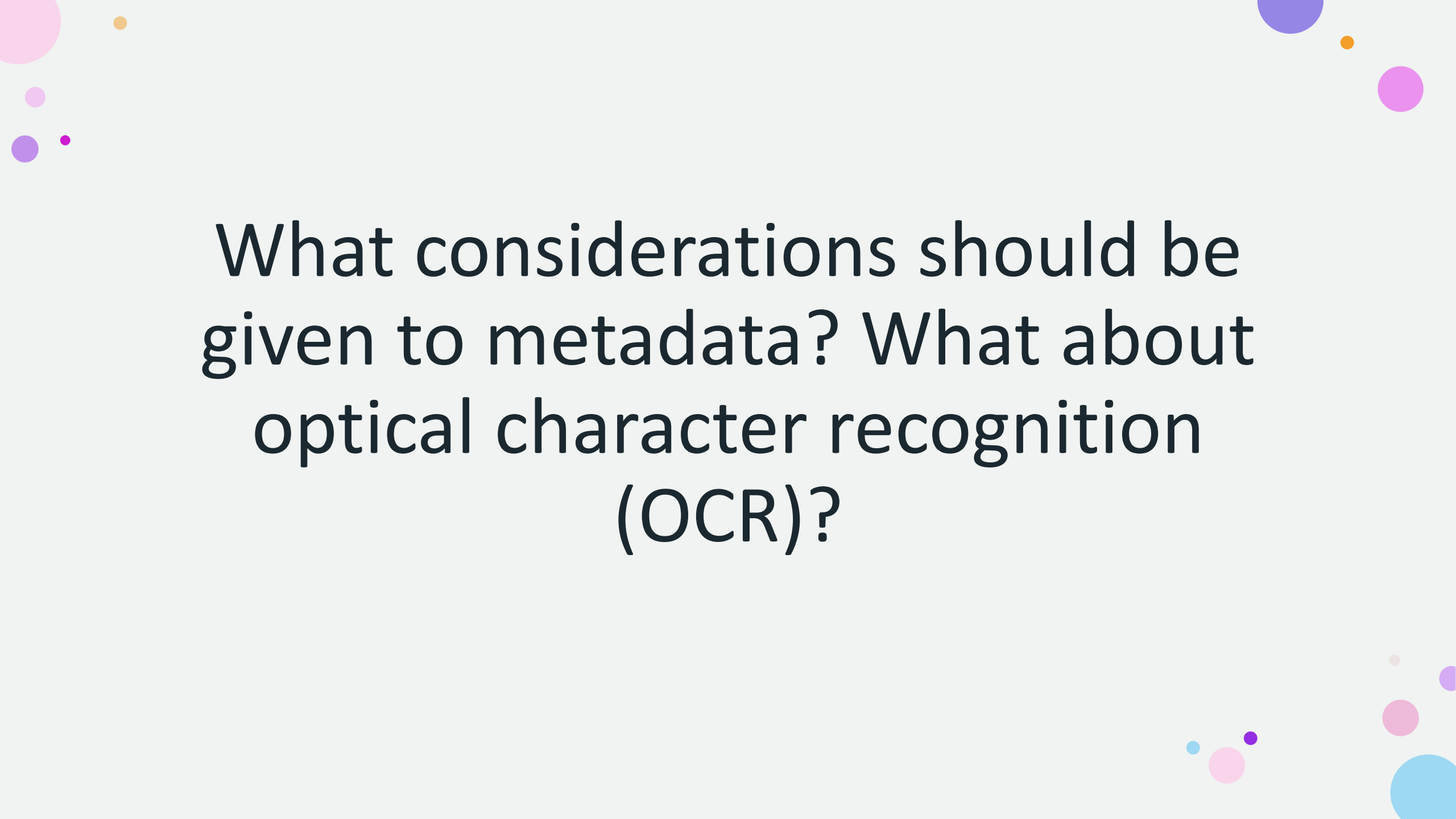
Scott Sacket (State Records Consultant, State Archives)

The slide features a light gray background with decorative elements in the corners. The top-left corner has a cluster of pink, purple, and orange circles. The top-right corner has a cluster of purple, pink, and orange circles. The bottom-right corner has a cluster of pink, purple, and blue circles.

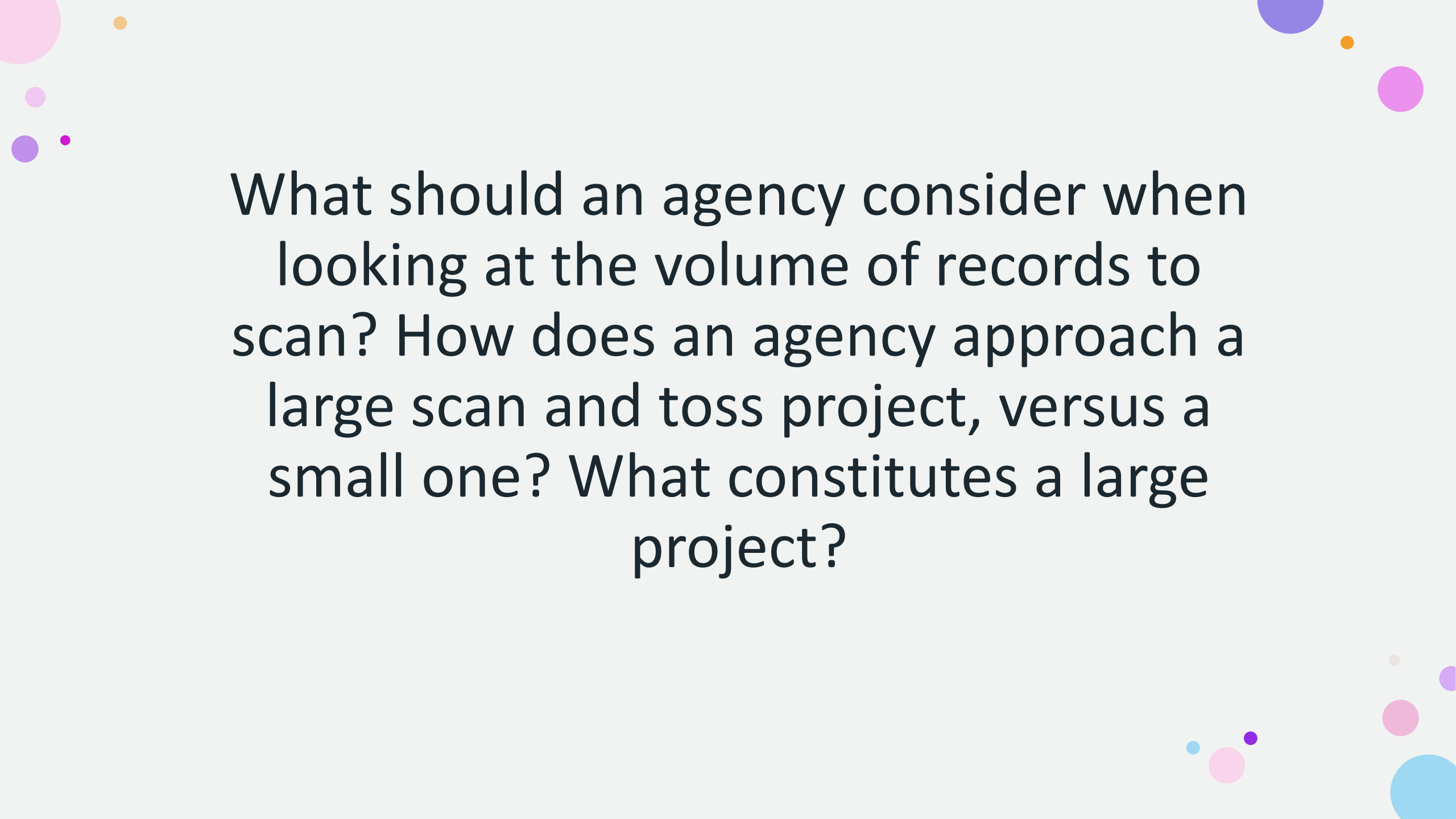
Should agencies consider
centralized scanning or
decentralized scanning?
Explain why.

The slide features a light gray background with decorative elements consisting of various colored circles (pink, purple, blue, orange) of different sizes in the corners. The text is centered and reads:

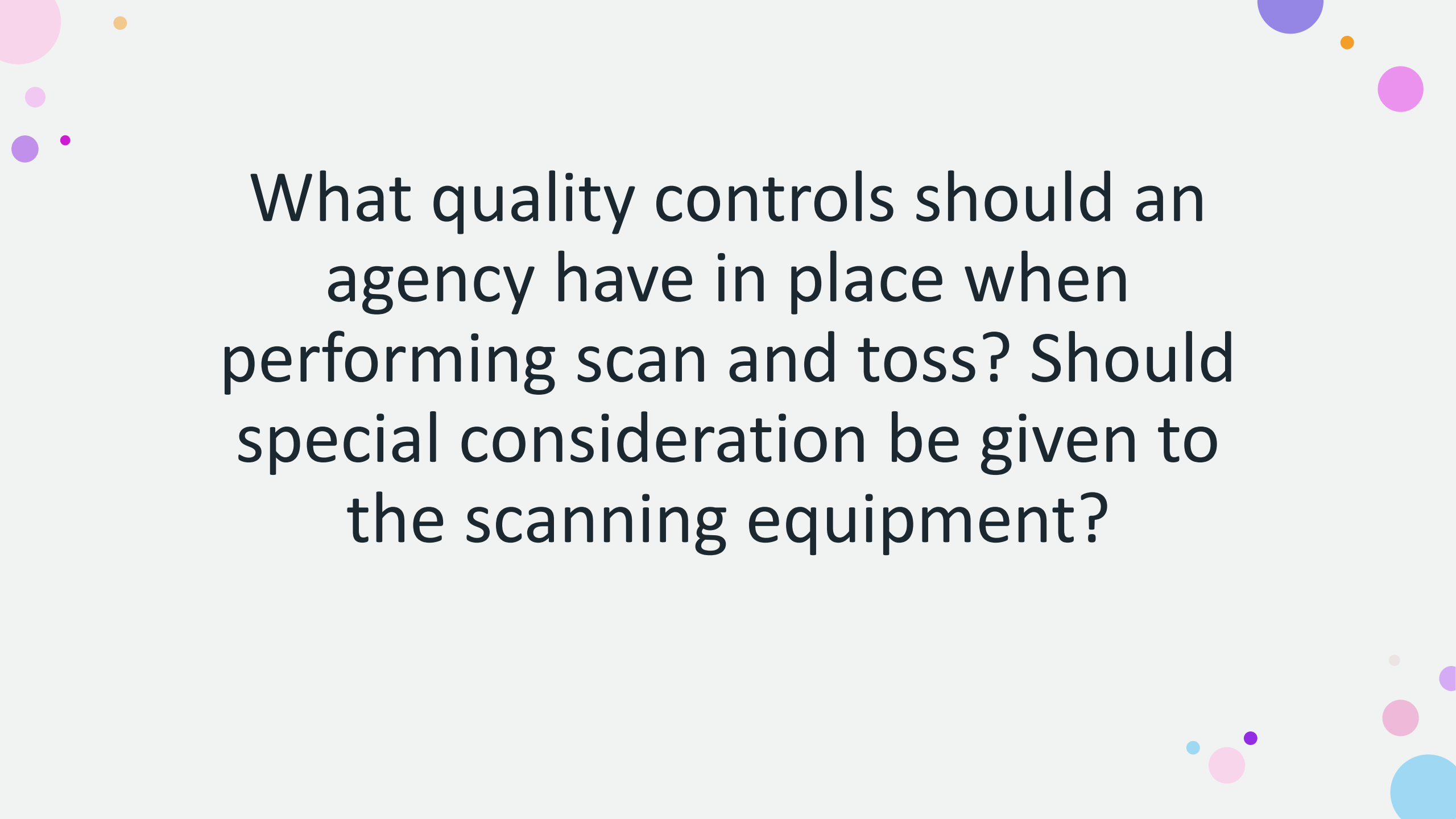
The completed, scanned records will have to go somewhere. What do you recommend looking for in the system or storage place where the records will be housed?

The slide features a light gray background with decorative elements in the corners. The top-left corner has a cluster of pink, purple, and orange circles. The top-right corner has a purple circle and a pink circle. The bottom-right corner has a pink circle, a light blue circle, and a purple circle.

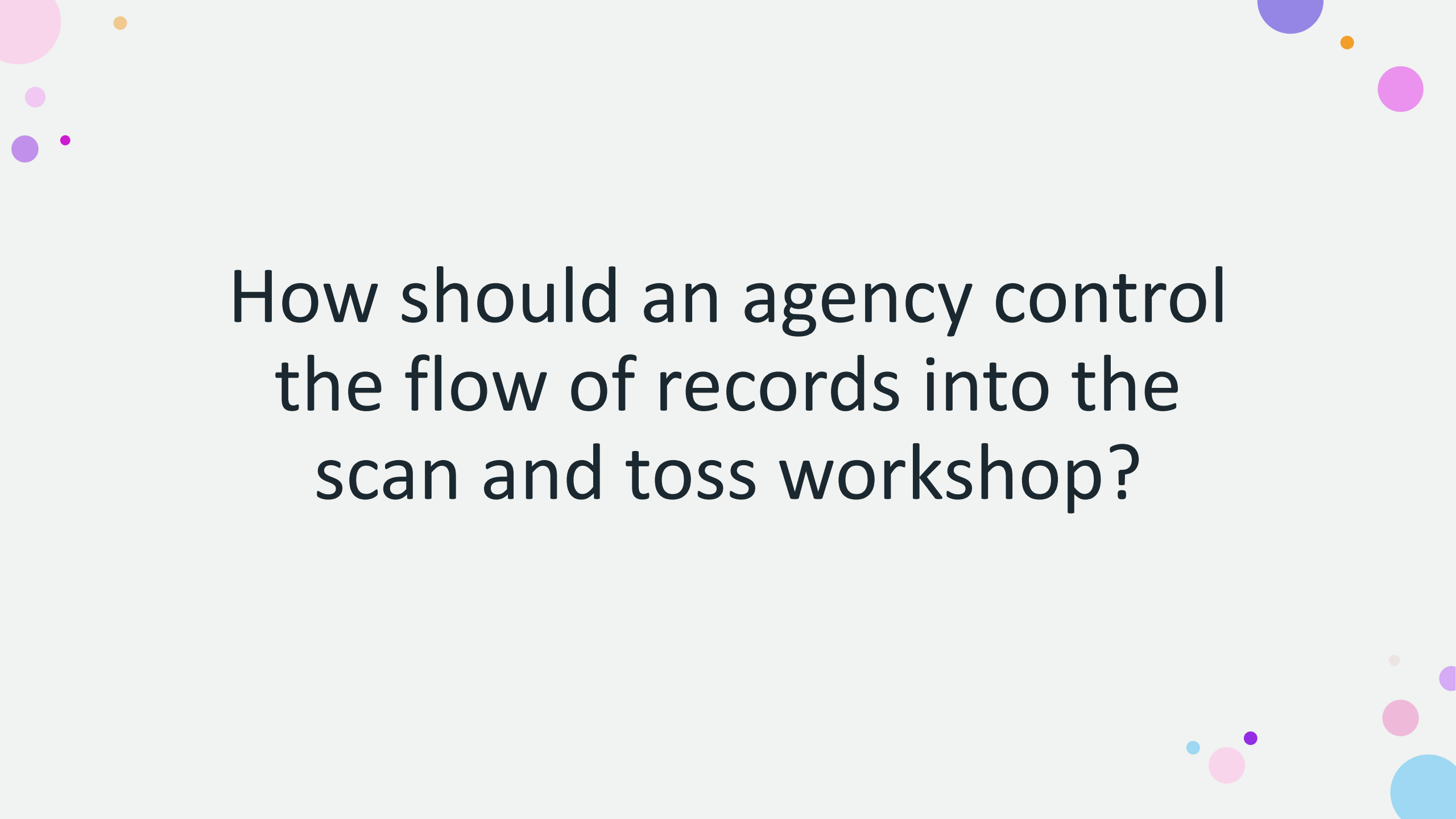
What considerations should be
given to metadata? What about
optical character recognition
(OCR)?

The slide features a light gray background with decorative elements in the corners. The top-left corner has a cluster of pink, purple, and orange circles. The top-right corner has a large purple circle and a smaller orange one. The bottom-right corner has a large blue circle, a pink one, and a small purple one. The text is centered in a dark gray, sans-serif font.

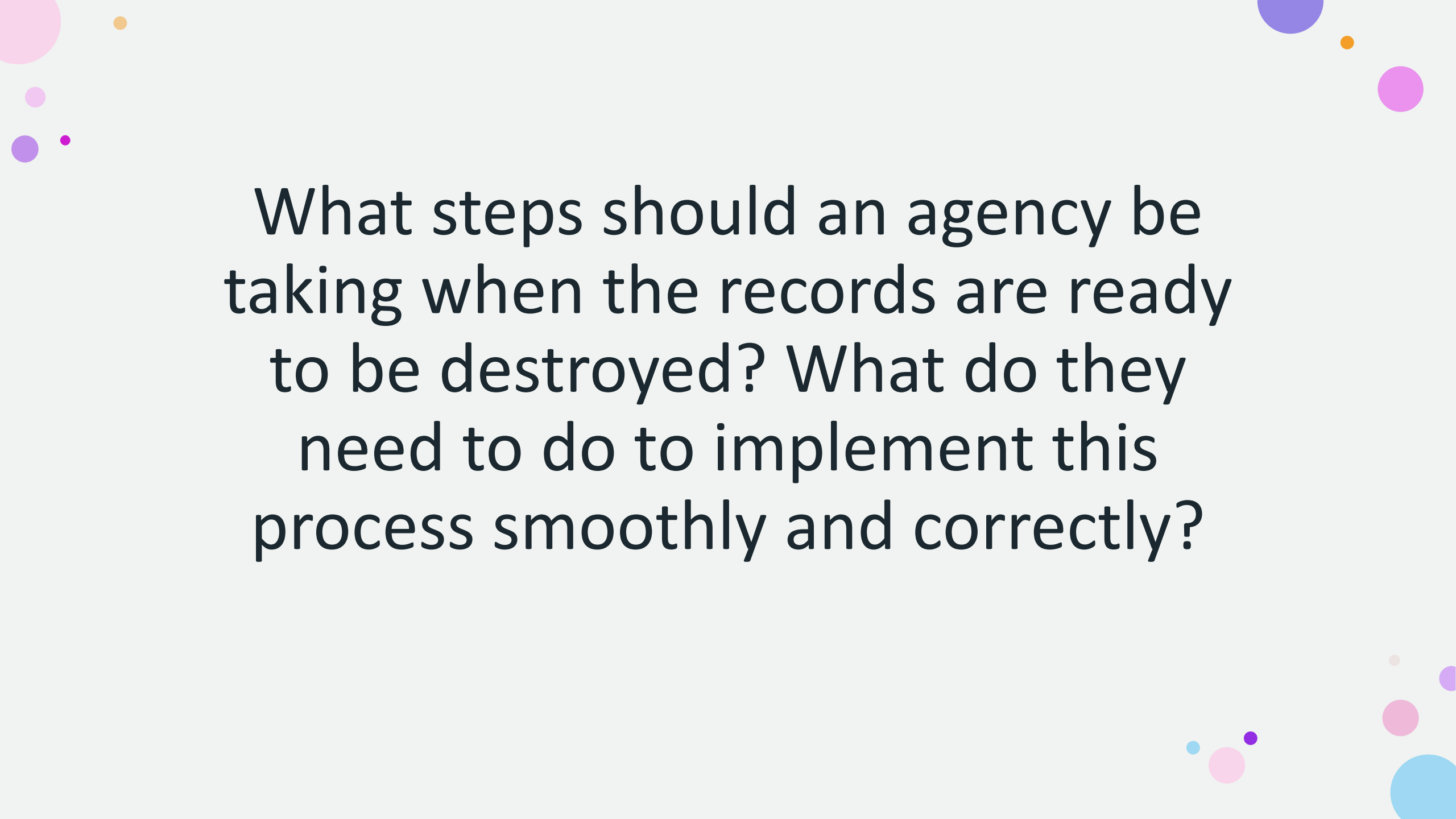
What should an agency consider when looking at the volume of records to scan? How does an agency approach a large scan and toss project, versus a small one? What constitutes a large project?

The slide features a light blue background with decorative elements in the corners. The top-left corner has a cluster of pink, purple, and orange circles. The top-right corner has a purple circle and a pink circle. The bottom-right corner has a pink circle, a light blue circle, and a small purple circle.

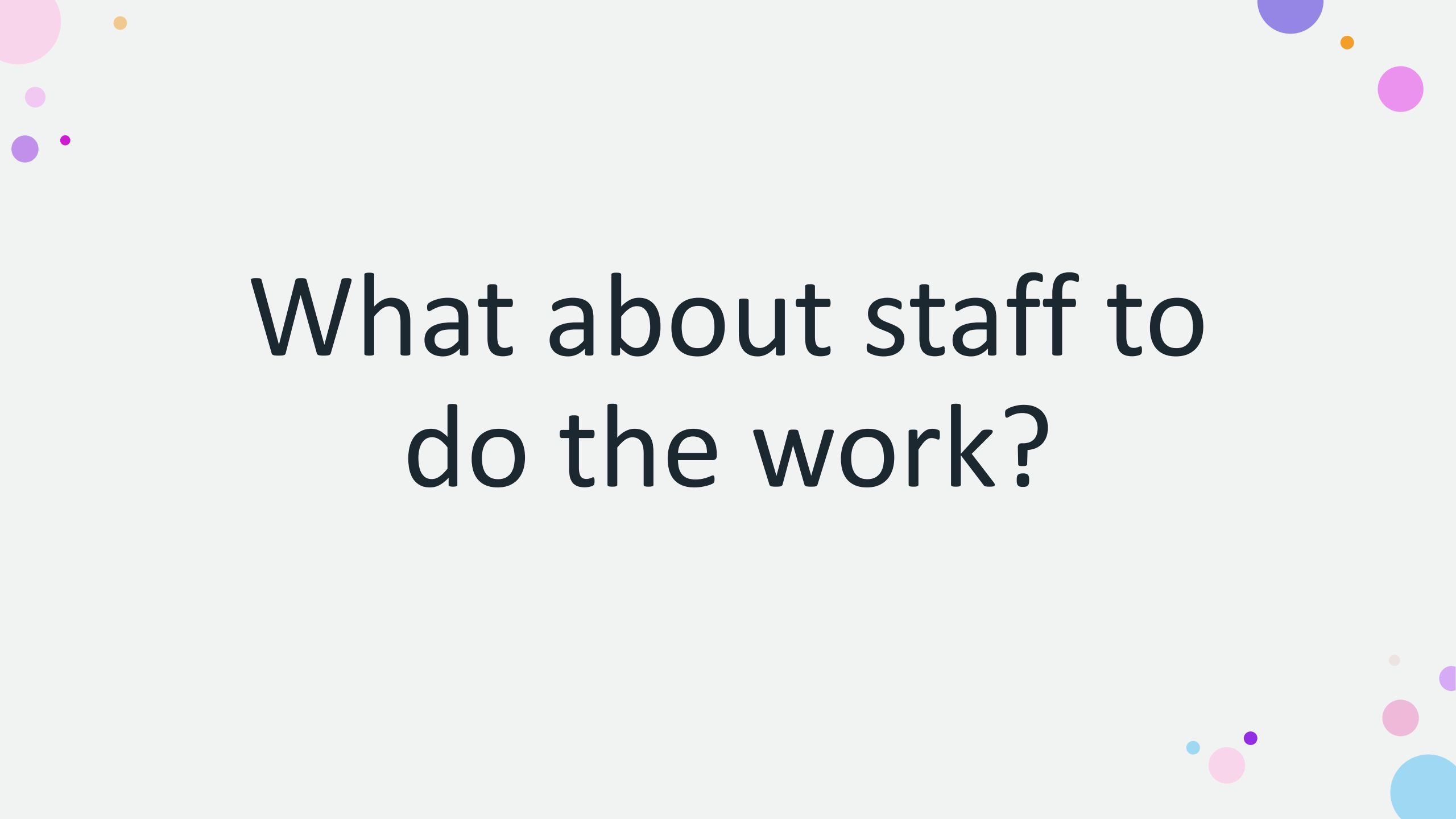
What quality controls should an agency have in place when performing scan and toss? Should special consideration be given to the scanning equipment?

The slide features a light gray background with decorative elements in the corners. The top-left corner contains several overlapping circles in shades of pink, purple, and orange. The top-right corner has a large purple circle, a smaller orange circle, and a pink circle. The bottom-right corner is decorated with a large light blue circle, a pink circle, a small purple circle, and a small light blue circle.

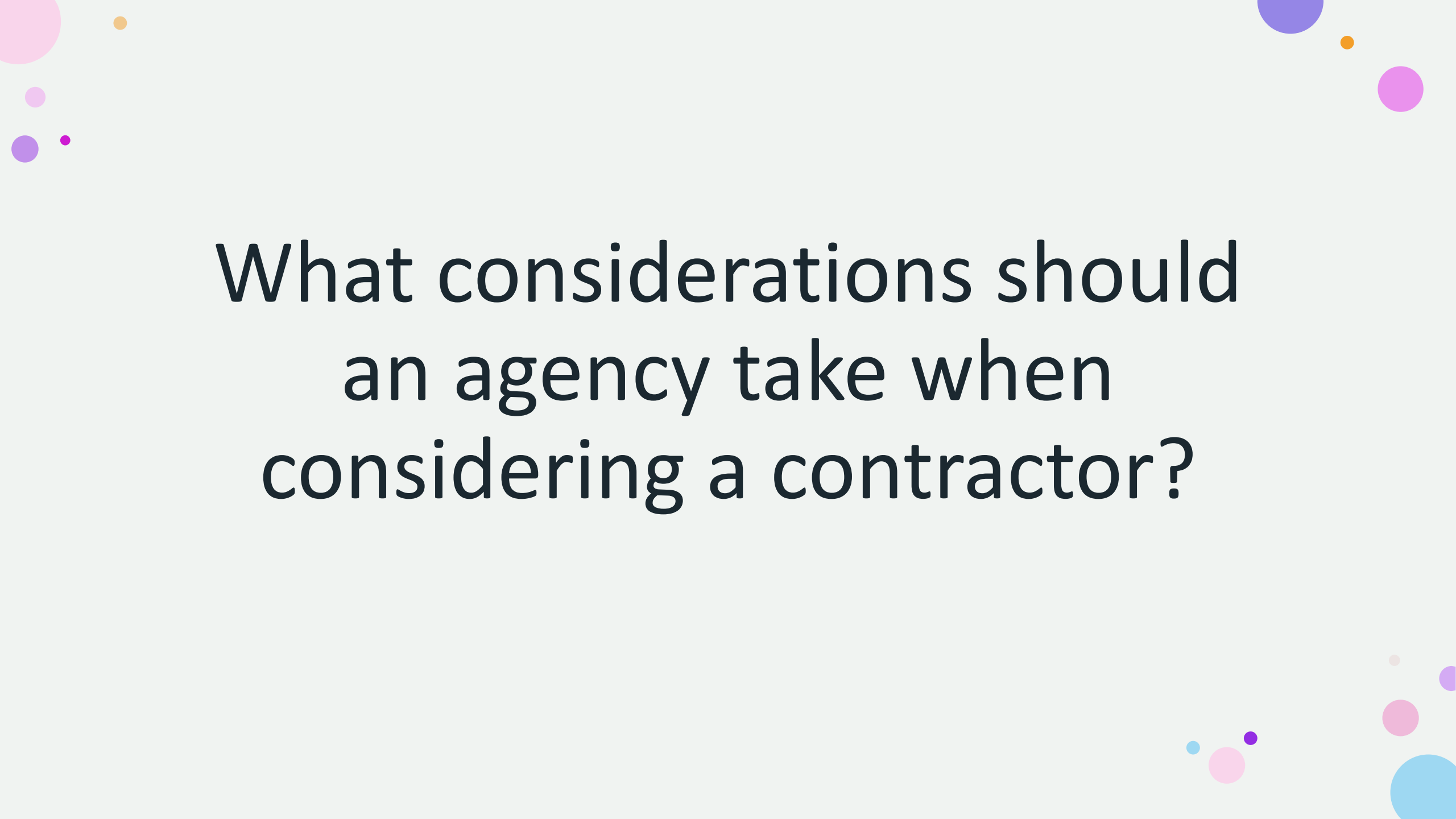
How should an agency control
the flow of records into the
scan and toss workshop?

The slide features a light gray background with decorative elements consisting of various colored circles (pink, purple, blue, orange) of different sizes in the corners. The text is centered and reads:

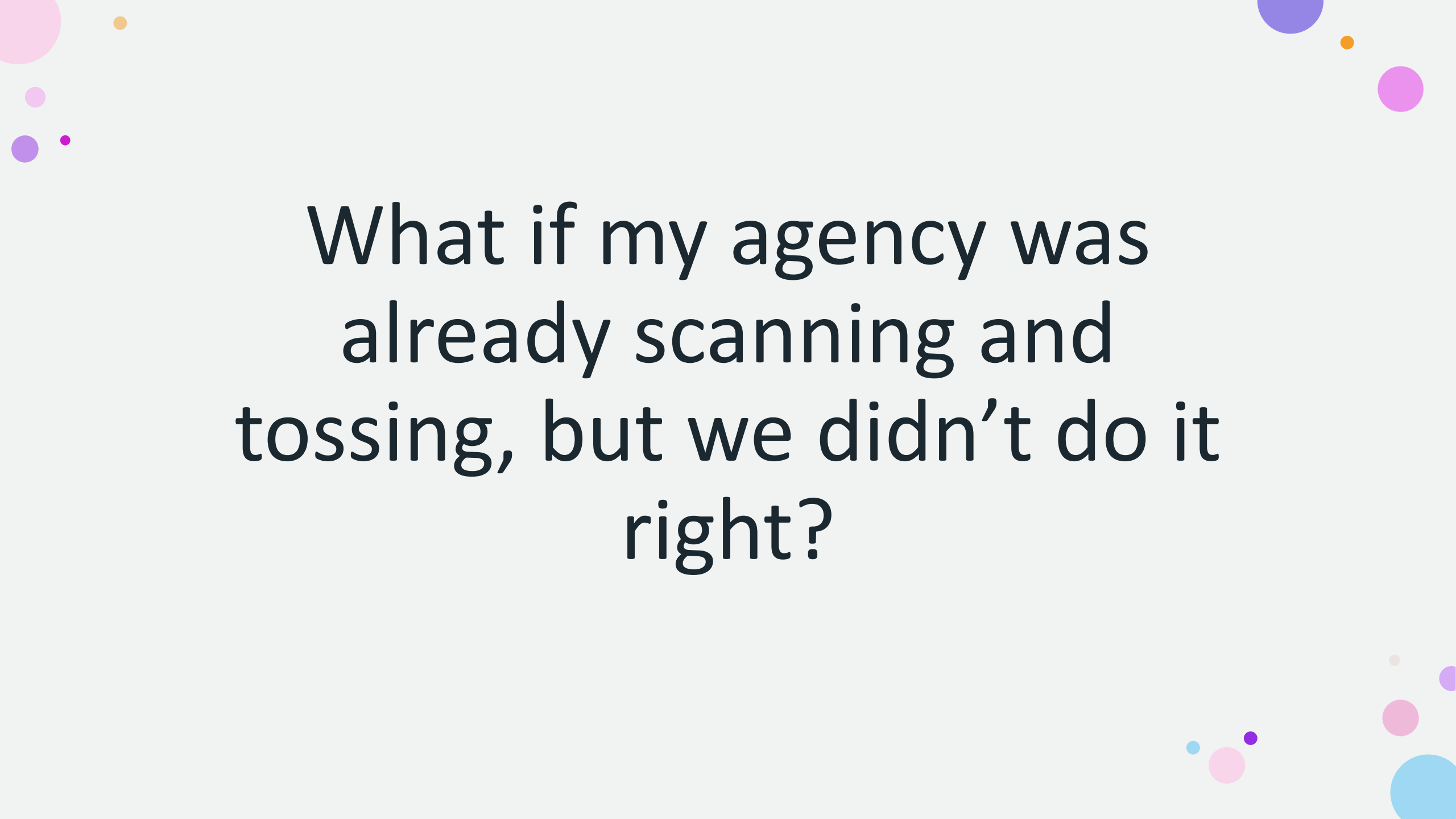
What steps should an agency be taking when the records are ready to be destroyed? What do they need to do to implement this process smoothly and correctly?

The image features a light gray background with several decorative circles of various colors (pink, purple, blue, orange) scattered in the corners. The text is centered in a dark blue, sans-serif font.

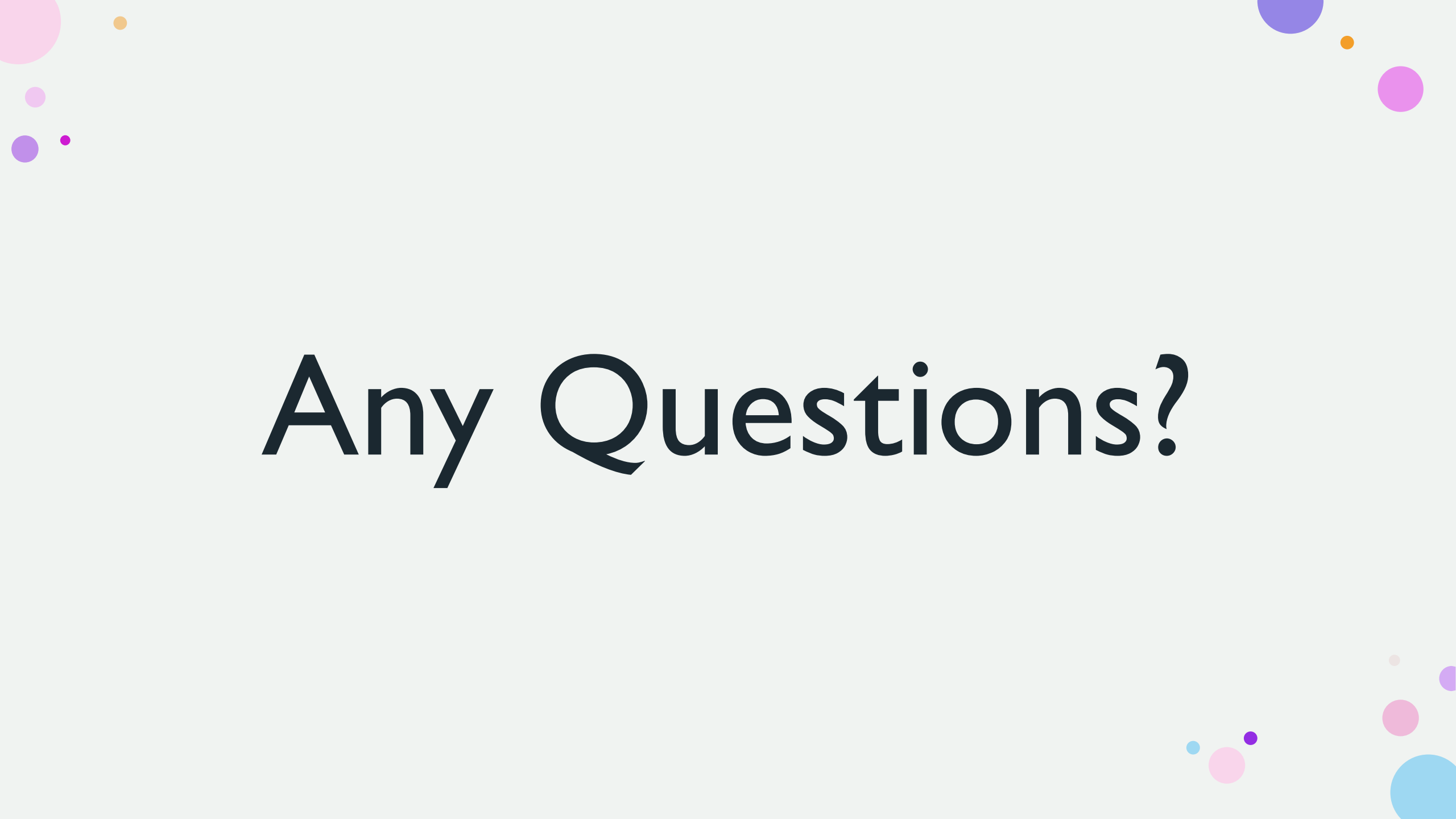
What about staff to
do the work?

The slide features a light gray background with decorative elements in the corners. The top-left corner contains several overlapping circles in shades of pink, purple, and orange. The top-right corner has circles in purple, pink, and orange. The bottom-right corner is decorated with circles in light blue, pink, and purple. The text is centered in a dark gray, sans-serif font.

What considerations should
an agency take when
considering a contractor?

The image features a light gray background with several colorful circles of varying sizes in the corners. In the top-left corner, there are pink, purple, and orange circles. In the top-right corner, there are purple and pink circles. In the bottom-right corner, there are pink, purple, and blue circles. The text is centered in the middle of the image.

What if my agency was
already scanning and
tossing, but we didn't do it
right?

The image features a light gray background with several colorful circles of varying sizes in the corners. In the top-left corner, there are pink, purple, and orange circles. In the top-right corner, there are purple, orange, and pink circles. In the bottom-right corner, there are pink, purple, and blue circles. The text "Any Questions?" is centered in a dark blue, sans-serif font.

Any Questions?