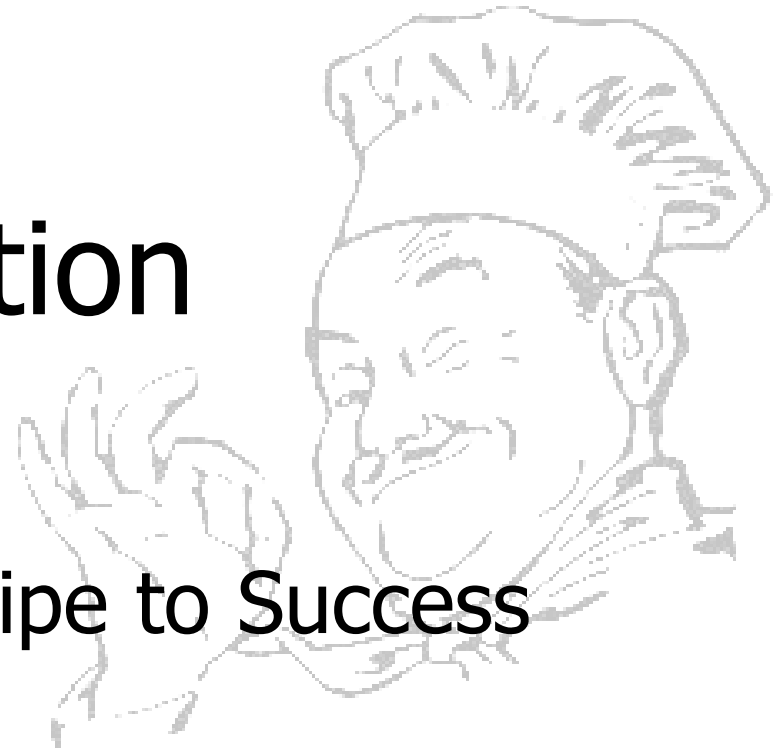


Digitisation

A Key Ingredient Recipe to Success

Cooked by Anne Cornish MRIM



Records Solutions

Helping Manage Information Effectively

What are we cooking today?

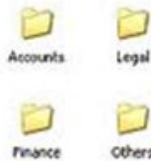


We will...

- Look at the different ingredients associated with this digitisation recipe
- Explain how to prepare for the different elements of digitisation
- Understand the pressure points associated with digitisation and how to overcome them
- Enjoy a digitisation meal!!

Recipe for Digitisation

- Digitisation is the process of creating or converting an object, image, sound or document into a digital format to provide an excellent taste sensation to any organisation's palate.
- Scanning utensils will allow organisations to transform those hardcopy ingredients into a culinary electronic delight.



“nowadays, going digital is no longer a matter of choice. It is a necessity.”

Quote from 1983 – CEO of BHP

Ingredients for Digitisation

You will need:

1. Digitisation Plan – Rested and Proved

Use your digitisation plan as your master recipe. This is what provides you with the fundamentals for success. You must determine all the components of your complete digitisation recipe.

Your plan is to include:

- A list of legislation allowing you to digitise and possibly destroy hardcopy records; and
- Determination of which records are suitable for scanning and what are the exceptions
 - These may be large formatted records, bound volumes, plans and maps etc.



Digitisation Plan Continued

You will need:

1. Digitisation Plan – Rested and Proved

Decisions to be made:

- Are we going to digitise existing paper records in addition to new records?
- How will we digitise?
- What are the improvements?
- How will this change impact business processes



Supplement Facts
Serving Size: 1/2 oz. (15ml)
Servings per Container: 32

	Amount per Serving	% DV
Calories	5	<0.5%
Total Carbohydrate	1.25gm	0.5%
Sugars (Natural Fruit Juices)	1.25gm	
Magnesium (Ionic Sea Mineral Blend)	8mg	4%
Selenium (Ionic Sea Mineral Blend)	5mcg	7%
Chloride (Ionic Sea Mineral Blend)	47.52mg	0.7%
Boron (Ionic Sea Mineral Blend)	40mcg	*
Aloe Vera Juice	1.25mg	*
Marine Phytoplankton	37.5mg	*
Cranberry Concentrate	750mg	*
Apple Concentrate	560mg	*
Noni Juice	560mg	*

* Daily Value (DV) not established
** Percent Daily Values (DV) are based on a 2000 calorie diet.

Ingredients for Digitisation

You will need:

1 Digitisation Policy – finely diced



To include: Scope, goals and principles (provide online services, improved internal retrieve

1kg of Sound Recordkeeping and Processes



Not optional

10kg of Management Support



1 full cup of Resources



1 level tablespoon of Metadata



Utensils required for Digitisation

You will need:

Homemade Digitisation

1 Scanner (double or triple quantities for larger organisations)

- Control over the entire imaging process including:
 - How the digitised records are arranged and stored.
 - The handling and storage of the original paper records, which can be maintained by the public authority.
- Security of the records is controlled by restricting the access to known staff.
- Flexibility to alter project requirements and digitisation parameters as the project develops, rather than being locked into a contract.

Utensils required for Digitisation

You will need:

Eating out Digitisation

1 Outsourced Scanner Vendor

- Costs can be more predictable as your cost is usually a per page amount and includes equipment or staffing.
- High production levels and fast completion.
- Expertise and experience of the specialist can be drawn upon.
- Costs of technology, downtime, staff changes, etc., are worn by the vendor.

Preparation for Digitisation

Preparing your ingredients:

Step 1: Check that your digitisation plan and policy has been approved and made available to all staff.

Step 2: Knead your records management processes and tools to ensure that they are prepared for digitisation.



Preparation for Digitisation

Preparing your ingredients:

Step 3: Management to slow cook the communications and changes for at least 14 days.



Preparation for Digitisation

Preparing your ingredients:

Step 4: Prepare your workspace and tools.



Preparation for Digitisation

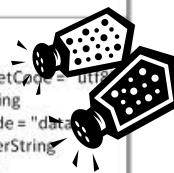
Preparing your ingredients:

Step 5: Flour, egg and crumb your resource in readiness for frying.



Step 6: Season your metadata standards to ensure they are just right.

```
MD_Metadata
+fileIdentifier [0..1] : CharacterString
+language [0..1] : CharacterString
+characterSet [0..1] : MD_CharacterSetCode = utf8
+parentIdentifier [0..1] : CharacterString
+hierarchyLevel [0..*] : MD_ScopeCode = "data"
+hierarchyLevelName [0..*] : CharacterString
+contact [1..*] : CI_ResponsibleParty
+dateStamp : Date
+metadataStandardName [0..1] : CharacterString
+metadataStandardVersion [0..1] : CharacterString
+dataSetURI [0..1] : CharacterString
+locale [0..*] : PT_Locale
```



Digitisation Pressure Points

Pressure Point 1 – Temporary records can be destroyed?

Ensure that you have approval from your state archives office and that the legislation recipe book is clear and concise.

Pressure Point 2 – Access and security of documents.

This is an organisational decision and can be an a la carte' or cafe style menu.

*Café style increases
access to patrons
by 90%*



*Digital records
are more
secure*

Digitisation Pressure Points

Pressure Point 3 – Do not set the oven to “paperless” try cooking using a “less paper” setting?



- Paper is still used in many organisations and relied upon by individuals.
- Allow your patrons to gain trust in the digitisation approach before grilling them.
- Be practical about what your patrons prefer to use when working. Large maps are hard to read electronically.

Digitisation Pressure Points

Pressure Point 4 – The cost of paper may increase in the first 12 months of implementation.

- Patrons need to gain trust and enjoy the menu.

Pressure Point 5: If cooked well done, digitisation should improve business continuity and processes.

- Easy retrieval.
- Access to multiple persons concurrently.
- Back up in case of natural disaster.



Digitisation Pressure Points

Pressure Point 6 – Digital archiving and destruction.

You must have a clear process to ensure that all renditions of records are destroyed correctly and that permanent records remain in the required format.



Enjoying our meal

- If this recipe is eaten by most of your patrons the return on investment is usually within a 12 to 24 month period.
- The introduction of digitisation programs often provides an opportunity for an organisation to whisk their business processes into shape.



Questions



Should you digitise archived records.

