



Digitization Standard

A RECORDS MANAGEMENT OFFICE STANDARD

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Purpose and Scope

The purpose of this standard is to establish clear organizational direction for electronic imaging in order to ensure that scanned [electronic Images](#) of university [Records](#) are managed according to section 2.2 of [UBC Policy GA4 Records Management](#), and that those Records are authentic, reliable and possess the characteristics of quality and integrity supporting the business processes for which they were intended. This standard applies to electronic imaging activities carried out in support of university business where the digitized image is intended to become the authoritative Record.

Responsibility

The [Administrative Head of Unit](#) of the Responsible Unit is accountable for ensuring that this standard is followed, and any associated procedures are created. The Records Management Office is responsible for the content of this standard.

Scanning Standard and Quality Assurance

All university Records regardless of format must be managed according to UBC Policy GA4 and the university’s [retention schedules](#). All scanned Records including receipts and supporting documentation must follow the Responsible Unit’s documented procedures to ensure scanned source Records are maintained according to a standardized process and are part of the Responsible Unit’s recordkeeping system. Once the scan meets the requirements for quality, the scanned Electronic Image becomes the authoritative Record. The Responsible Unit must create or have access to the [following procedures](#):

- System Backup and System Security
- End-User Procedures for Scanning
- Quality Assurance for System and User Procedures

Destruction of Paper Source Records

Once the scanned Record has been determined to be of good quality, that is to say, the scan is legible, all parts of the source record is represented accurately and completely in the scan, and the source record has been approved and processed according to the responsible unit's documented procedures, the source record must be shredded and securely disposed.

Geographical Requirement

Electronic university Records must be stored on systems held within Canada.

Records Transmission

Electronic Records including scanned Records held within a system must be interpretable and of good quality for audit and/or legal requirements.

Associated University Policies & Procedures

- UBC Policy *GA4 Records Management*
https://universitycounsel-2015.sites.olt.ubc.ca/files/2019/08/Records-Management-Policy_GA4.pdf
- UBC Records Schedules
<https://recordsmanagement.ubc.ca/schedules/>
- Records Management Office's *Model Procedures for Digitization*
This document is available as a part of Records Governance Documentation for individual units. Please contact the Records Management Office to request this procedure.

Glossary

<i>Term</i>	<i>Definition</i>
Administrative Head of Unit	Director of a service unit; Head of an academic department; Director of a centre, institute, or school; a Principal of a college; a Dean; an Associate Vice President; the Registrar; the University Librarian; a Vice President; or the President.
Electronic Image	The digital image of a document created by either scanning or conversion.



Record Recorded information, regardless of medium or characteristics, which the University creates, receives, or maintains in connection with the conduct of the University's affairs.

Responsible Unit The organizational group that is accountable for the records.

References

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