

Recordkeeping Protocol



Recordkeeping Protocol Number: DeptX-005	Recordkeeping Protocol Name: DeptX Scanning Standards	
Approval Authority: Ellen Ripley, Director	Contact: Gilbert Kane, x00100, gilbert.kane@queensu.ca	
Adopted: June 10, 2017	Reviewed: January 1, 2018	Revised: January 6, 2018

1.0 RATIONALE

To ensure that all scanned documents of the Department of Xeno-biology (DeptX) meet minimum standards and ensure their legibility, enforceability, and accessibility.

2.0 APPLICABILITY

All employees in the DeptX office.

3.0 PROTOCOL

All documents scanned for use by the DeptX office will be scanned to the following standards:

- 3.1** Documents that have exceeded their retention period should not be scanned, but instead transferred to the Archives or disposed of as per the retention schedule's cited disposition. (See the Queen's University Archives website for a list of current retention schedules.)
- 3.2** All documents will retain their original colour properties. It is unacceptable to downgrade a document containing colour to greyscale or black and white.
- 3.3** All documents shall be scanned using a 1:1 scan ratio; no scaling should be used.
- 3.4** All documents shall be saved as OCR enabled PDFs.
- 3.5** All documents shall be named using an appropriate naming convention (see Recordkeeping Protocol: DeptX-003, DeptX File Naming Standards).
- 3.6** All documents shall be stored in the departmental shared drive in the appropriate folder (see Recordkeeping Protocol: DeptX-004, DeptX Folder Structure).
- 3.7** 100% of scanned pages shall be reviewed for quality control.
- 3.8** Scanned hard copy documents will be retained for no more than 90 days; when possible, dispose of hard copy originals as soon as quality assurance has been successfully completed.

Recordkeeping Protocol

3.9 Black and white or greyscale documents shall be scanned at 300 dpi using 8 bit greyscale.

3.10 Colour documents shall be scanned at 600 dpi using 24 bit colour.

3.11 No charts, images, x-rays or other non-textual documents should be scanned using this protocol as a guideline. If non-textual documents are to be scanned, contact the Queen's University Archives or the Records Management and Privacy Office to discuss a best course of action.

4.0 RESPONSIBILITIES

Each staff member of DeptX shall scan their own documents and are responsible for naming, storing and quality assuring the resulting electronic documents, unless these duties have been otherwise assigned.

EXAMPLE