

Building Digital Processes

Moderated by

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What This Session Will Cover...

- Analysis and Forethought of Document Conversion (not focused on the technology, products, tools) – including (but not limited to):
 - Which documents to scan
 - What metadata to capture
 - Which media to use...

What This Session Will Cover...

- What happens to source documents once converted
- Strategies for managing and accessing long term e-records
- Impact of document conversion on office (workflow, staffing, etc.)
- Impact on their Retention Schedules

At NARA-Southwest Region...

We've recognized the changing formats of records and we've begun to adjust our services. We now have:

- ERV (Electronic Records Vault) - (storage)
- Barcode Technology (boxes & media)
- Media Disposal – (shredding of E-records)
- Digital Imaging Lab - (scanning)

Digital Imaging Lab...

- 2,000 square foot, secure, limited-access lab
- Conversion services (paper to digital) for temporary and permanent records
- Formats: PDF, TIFF, JPEG, JPEG 2000, XML
- Indexing
- Basic to Full Service – including document preparation, QC, etc.
- Custom scanning available – books, photos, cards, 35mm slides, large format, etc.

Digital Imaging Lab...

At NARA-Southwest Region, we treat each job as a custom project.

- We interview the customer to determine needs
- Some want 100% image QC / others – random
- Some want lots of indexing – others – just image
- We like to get a couple of boxes and scan them – then provide recommendations and pricing

Digital Imaging Lab...

There is NO “ONE SIZE FITS ALL”. Each job is different. The success of the job is often in the planning, fact finding, and analysis up front.