**DEPARTMENTAL SCANNING REQUIREMENTS**

1. DEPARTMENTS PROCESS DOCUMENTATION

* Written documentation for the process used to scan records must be created by each office who takes responsibility for scanning a paper record that will result in the destruction of the original paper. The responsibility is based on who does the scanning, rather than who will be responsible for maintaining the scanned image. A copy of this written documentation (paper or electronic) must be filed with UW Records Management Services.

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This documentation includes:

* Instructions for the use of scanning hardware, including scanning settings
  + Include the dpi setting for your scanner
* Instructions for Quality Control inspections
  + Include, in detail the steps that will be taken to ensure the documents are inspected visually to ensure they are complete, clear and easily read
  + Include in detail the steps that will be taken to ensure that every document was scanned
* How scanned records are enhanced or manipulated to create a more readable image.
  + Include, in detail, the steps that will be taken to correct a scanned record that is not clear and difficult to read (not complete, blurry, or otherwise illegible).
* Instructions for meeting UW data security standards

Departments initiate a transaction in Ariba from supporting documents such as receipts or invoices. These supporting documents must be attached to the application in Ariba. Once attached, they will become the official record to support the transaction and retention requirements. Departmental requirements:

1. **SCANNER SETTINGS**

Black and white, gray, and color paper records can be scanned. (Any kind of record can be scanned including color text documents, photographs, and maps, plans, and engineering drawings.)

* Scanners must be set at a minimum of 300dpi (dots per inch); and
* Save and attach documents as a PDF file.

1. **QUALITY CONTROL**

Departments must inspect their scanned document images visually to ensure they are complete (the entire document has been captured), clear and easily read:

* Scanned record must be visually inspected to ensure that the image is complete, clear and usable. It is highly recommended that each scanned record is inspected. (If necessary scanned records should be compared to the original paper document to ensure accuracy); and
* The number of original paper documents must be compared to the number of scanned records to ensure that every document was scanned.

1. **IMAGE ENHANCEMENT**

There are times when there is a problem with the final scanned image that makes it difficult to read and less than usable. If the scanned document is to replace the original paper record these common problems must be corrected:

* Speckles or spots on the scanned image.
  + Clean the glass on the scanner and rescan the paper.
* Skewed images that are not properly aligned.
  + Rescan the paper so that the image appears straight. All portrait orientation pages should be rotated to read from left to right. All landscape orientation pages should be rotated with the top of the page facing the left.
* Sometimes only part of the document is captured by the scanner.
  + Rescan the paper so that it is properly aligned and the entire page is included in the scanned image.
* If the scanned record is of poor quality and is not clearly readable, reset the dpi (dots per inch) setting on the scanner to a setting above 300 dpi and scan again. Keep increasing the dpi until the record is as readable as possible.

1. **MAINTAINING COPIES OF SCANNED DOCUMENTS**

There are times when a departmental copy of scanned documents must be maintained:

* Sometimes because of the condition of the original paper document, it is not possible to produce a complete, clear, or easily read scanned record. In these cases, the original paper copy of the scanned record must be maintained.
* Documents created under SNAP grant budgets are active for a longer period of time than documents created through non-SNAP grant budgets. While the retention period is the same for all grant budgets, because SNAP grants remain active for 4 years longer than other grants, it is necessary for departments with SNAP grants to maintain a copy of the scanned documents that are attached to Ariba:
  + Provide instructions for naming and filing scanned documents, and
  + Include information on the back-up process for the scanned documents, and
  + Include the process that will be used to identify documents that have passed their retention period; and
  + Include the process through which these documents will be identified and deleted at the end of the retention period.

1. **DATA SECURITY STANDARDS**

* When an employee separates, their immediate manager is responsible to close all related accounts and remove all access capabilities related to the separated employee. This include access Ariba applications through Astra.
* If the documents to be scanned contain UW Confidential data, additional security controls might be necessary. The Travel and Procurement Office instruct departments to remove sensitive information prior to attaching a document in Ariba. Such information could include credit card information, home addresses, etc.