

**SECTION 11: CONTRACT MANAGEMENT**

**SUBJECT: ELECTRONIC RECORDS IN PERK Procedure #11.2**

**POLICY**

All Purchasing and Accounting System (PAS) purchase orders and related documents not retained electronically in the Ariba system shall be retained in electronic format in the Procurement Electronic Record-Keeping (PERK) system in accordance with University of Washington Records Management retention schedule,

<http://f2.washington.edu/fm/recmgt/retentionschedules/gs/general>.

Paper documents shall be scanned to create an electronic version.

**PROCEDURE:**

- A: Electronic Documents not captured by the online portal will be entered into PERK by Procurement Services staff.
- B: Paper documents will be scanned to create an electronic version and entered into PERK as follows:
- All scanning will be done at 300dpi (dots per inch).
  - Scanned records will be saved as PDF or TIFF files.
  - Quality Control:
    - Procurement Services will provide quality control training to staff performing initial scanning of existing purchase order files so that either every scanned image is visually inspected to be sure it's complete, clear and easily read; or that at a minimum, every 10<sup>th</sup> purchase order is visually inspected, and the number of original paper documents will be compared to the number of scanned records to ensure that every document was scanned.
    - Once the new electronic document storage process is rolled out and the initial scanning project is completed, Procurement Services staff will be responsible for inspecting any additional documents which they scan into the system to be sure they are complete, clear and easily read.
  - Individuals scanning Procurement Services documents are responsible to properly scan according to the parameters set out in this document
  - 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.
- Organizing and Filing Scanned Records: Scanned records will be stored on a network drive and accessible via reports.
    - Files are stored via a document management system, backed up per University IT standards
    - Files may be retrieved through the Margo reporting tool
  - Implementing Destruction: Files will be kept for 6 years past the purge date and will not be deleted without being subject to an approval process.
    - Deletion will be done by authorized personnel
    - Monthly report will be run.
    - Destruction approval will be given by Procurement Services Director or his/her designee (validate that no public records request exists)
    - All authorized deletions will be able to be viewed by audit.
  - Disaster Preparedness and Backups
    - Procurement Services participates in UW's TSM backup process.