**Procurement Services—Scanning and electronic document storage policy and process:**

rev 4.23.13

* 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 10th 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. These images are scanned with an Oracle scanning system, and stored into a departmental database, which is backed up per UW IT standards.

### Once the new, internally developed electronic document storage process (PERK) is rolled out and the initial scanning project (as described above) 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. These documents will be stored in the same departmental database as above.

### 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 from both the Oracle scanning process and those scanned and stored using the PERK process will be stored on the same network drive and accessible via Margo reports. There is no need for staff to manage the location of the files.

-The Oracle document storage system manages the folder structures automatically as follows:

* + The folder is scanned and a record created in a table in a database and the ‘index’ is the purchase order number
  + The system creates a tiff image of every page scanned and names the file using the system’s algorithm.
  + Only the first tiff image filename is stored in the table record and with the total count of pages related to the purchase order number.
  + The file name determines where the file is stored. For example, the first image file name is 6!3!4.tiff. This image would be stored in the folder structure ###\##6\#!3\6!3!4.tiff. So if the page count is greater than 1, then the system calculates what the next image file name should be. So for the above example, the next filename is 6!3!5 and so on depending on the number of the page count recorded.
  + These files may be retrieved by staff, using a GUI interface to retrieve the images that compose the contents of the purchase order.

-The PERK document storage system functions as follows:

* + The system stores attributes associated with each file.
  + The end user ‘uploads’ (doesn’t scan) the file (excel, word, pdf, email, etc.) into the system.
  + The system manages the storage location through tables, not the end user, again this is automated and less error prone.
  + The end user manages the files name (purchasing has files from campus, suppliers, email, etc.) and we put metadata around the file itself.
* 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.