

A photograph of a desk setup for digitization. On the left is a white Kodak scanner. In the center is a black keyboard. On the right is a computer monitor displaying a blue screen with the text "Press CTRL + ALT + DELETE to log on". In the foreground, there is a stack of papers with a brown folder on top. The background shows a wall with several papers pinned to it.

ASTR DIGITIZATION WORKFLOW

How we prepare, scan,
verify, and store our
content

Basic four step process + closure

Metadata

- Preparation of Metadata

Content

- Preparation of Content

Scanning

- Scanning of Content

Verification

- Verification of Content

Project Completion

- Verification of Completed Project

Preparation of Metadata

\$\$\$ GC TREASURY JOURNAL VOUCHERS \$\$\$	
JV Sequence ID:	00033300 - 00033349
Versatile Record ID:	127405
Versatile Box:	8926
Versatile User Box:	WH 3808
Creation Date:	12/31/2007
Document Type:	TRE Journal Vouchers (FINR--JVS)
Department:	/GCD000031/ GC: Treasury
Barcode Data:	##_127405_8926_WH3808_00033300-00033349

No File was found in the box:

Scanned by: _____



Acquire
Paper

- Acquire boxes of paper documents (folders) from GC departments

Generate
Metadata

- Input appropriate metadata for documents into Records Management software (Versatile)

Versatile Box: 8926

Label Boxes

- Affix barcode labels from Records Management software to boxes

Creation Date: 12/31/2007

Export
Metadata

- Export metadata from Records Management software

Sanitize
Metadata

- Sanitize metadata by removing any unwanted information, if necessary

Import
Metadata

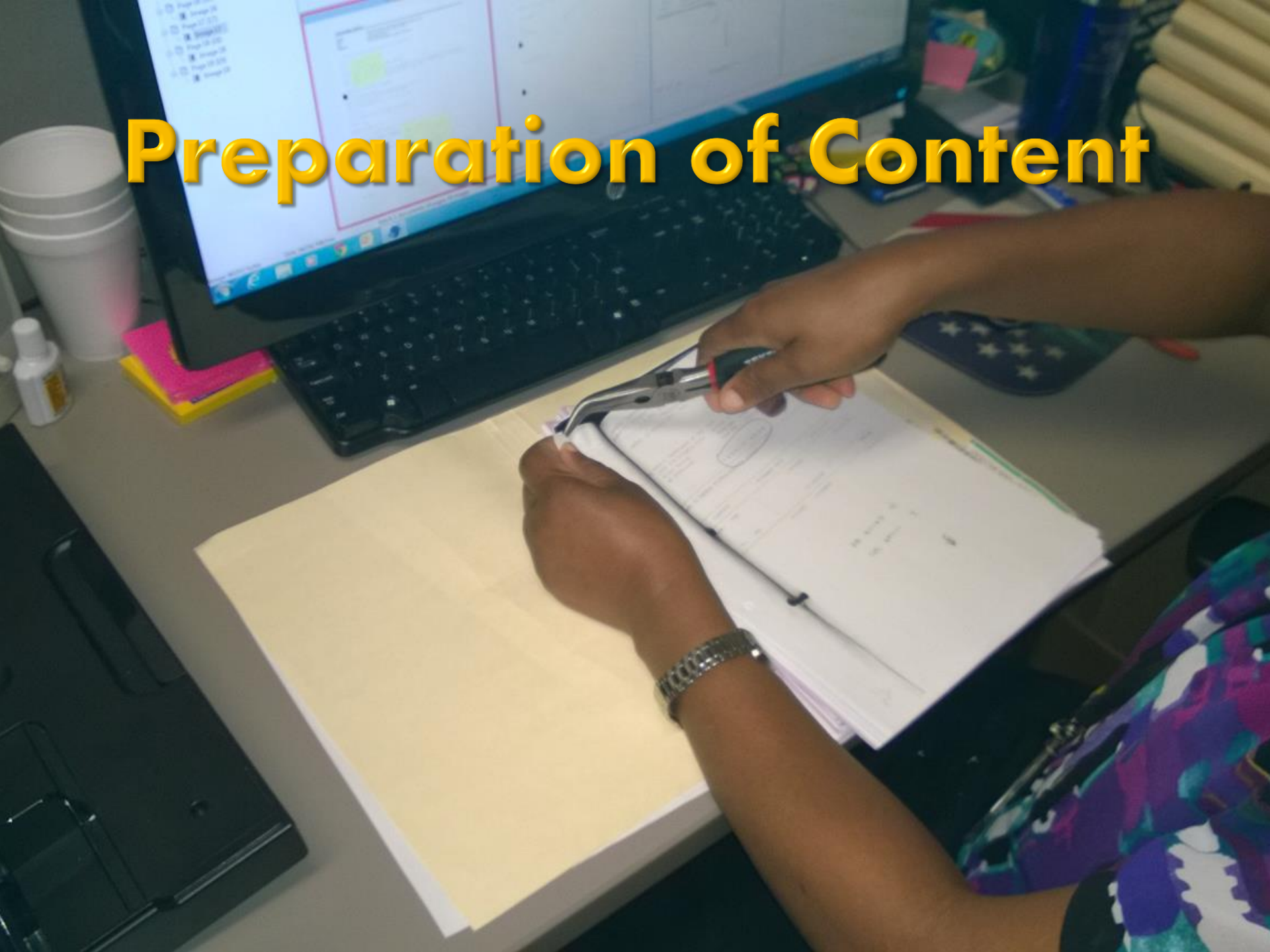
- Import metadata into verification spreadsheet (Microsoft Excel)

Print
Coversheets

- Print coversheets for each document (via Microsoft Word linked to Excel)



Preparation of Content



Log Start Date

- Record box scanning start date and employee name in log book

Discard Metal Objects

- Remove all paper clips, staples, pins, etc. from the content

Handle Atypical Paper

- Reposition nonstandard sized paper within the stack to facilitate feeding into scanner (dependent on scanner model and paper size)

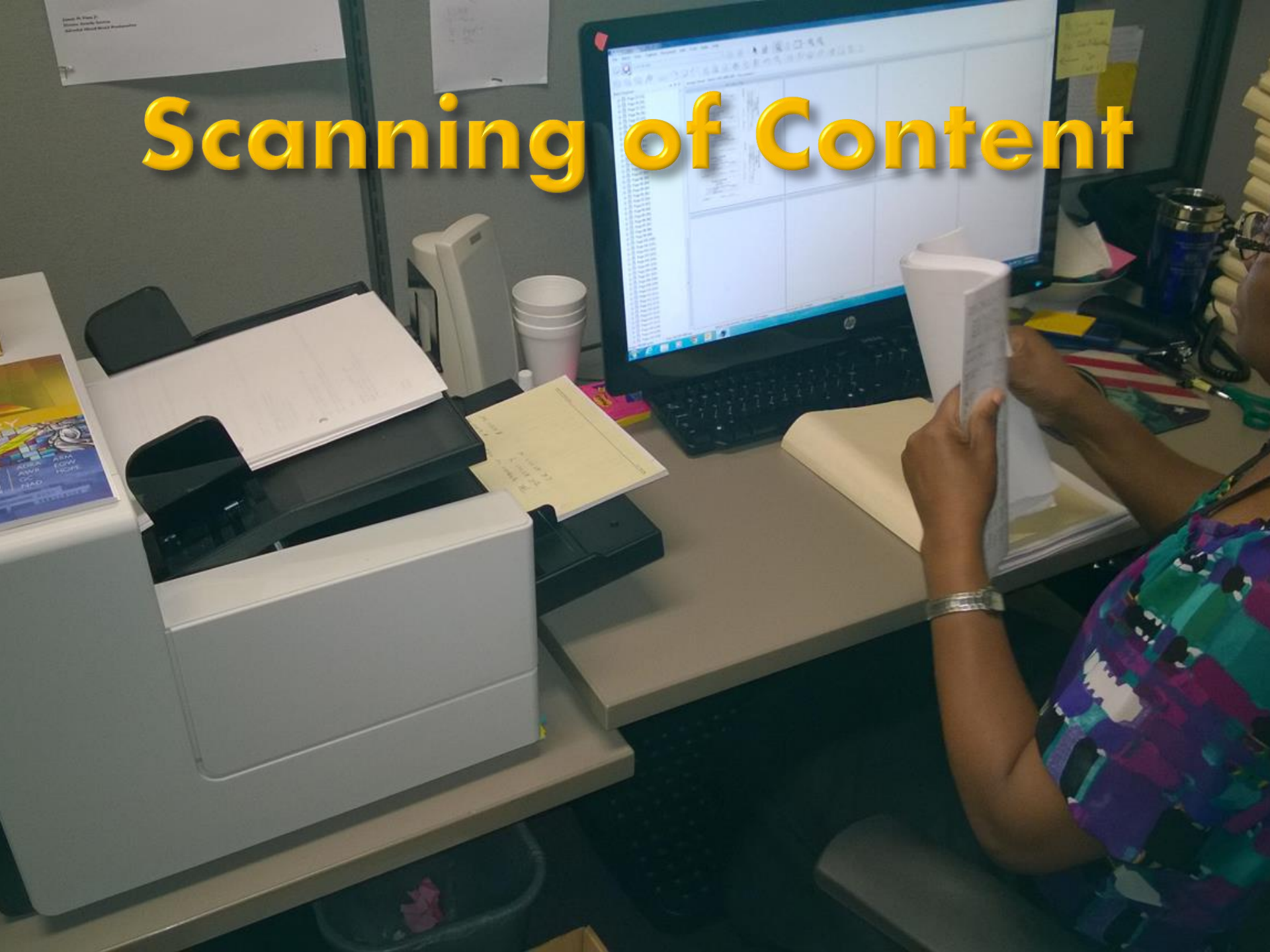
Expose All Content

- Separate content that may conceal useful information on the page it is attached to (e.g. large photographs taped to an application)

Insert Coversheets

- Insert the correct coversheet at beginning of each document

Scanning of Content



Scan
Document

- Ensure all pages are scanned

Validate
Scan

- Delete blank pages, rescan misfeeds, and rotate pages, if necessary

Process
Scan

- Convert scan to PDF and TIF formats, and move to appropriate destination (automated by scanning software)

Fix Process
Errors

- If necessary, correct index errors, remedy faulty network connections, and delete previously processed duplicate files

Validate
Box

- Ensure all documents within the active box have successfully processed

Log End
Date

- Record box scanning end date in log book

Verification of Content

Vers. Box #	User Box #	Start Date	Finished Date	Scanned By	Verifier	Verify Date	Shipped to Warehouse by	Ship
5952	3775	5-19-14	5-22-14	Rosette	gm	6-3-14		
5059	3753	5-6-14	5-29-14	Mauzo	Rosette	6-3-14		
5045	3752	5-7-14	5-29-14	Mauzo	gm	5-29-14		
5953	3776	5-19-14	05.22.14	Mauzo	gm	5-29-14		
6409	3778	5-20-14	05.27.14	Mauzo	gm	5-29-14		
6408	3777	5-20-14	5-22-14	Rosette	gm	6-3-14		
6410	3779	5-20-14	5-22-14	Rosette	gm	5-29-14		
6411	3780	5-21-14	05.22.14	Mauzo	gm	5-29-14		
6448	3368	5-27-14	05.27.14	Mauzo	gm	5-29-14		
6444	3751	5-29-14	06.02.14	Mauzo	gm	6-3-14		
6485	3659	6-02-14	06.05.14	Mauzo	gm	6-5-14		

Verify Box

- Verify that all documents within a box have successfully processed

Verify Metadata

- Metadata is consistent between Records Management Software, Excel, coversheets, filenames, and SharePoint (if used)

Verify PDFs

- PDF files are in the proper destination(s)

Verify TIFs

- TIF files are in the proper destination(s)

Project Finalization

WH 3793
WH 3784

WH 3766
WH 3787

WH 3767
WH 3791

WH 3784

WH 3787

WH 3791

WH 3783

WH 3781

WH 3785

WH 3783

WH 3781

WH 3785

WH 3790

WH 3788

WH 3786

WH 3790

WH 3788

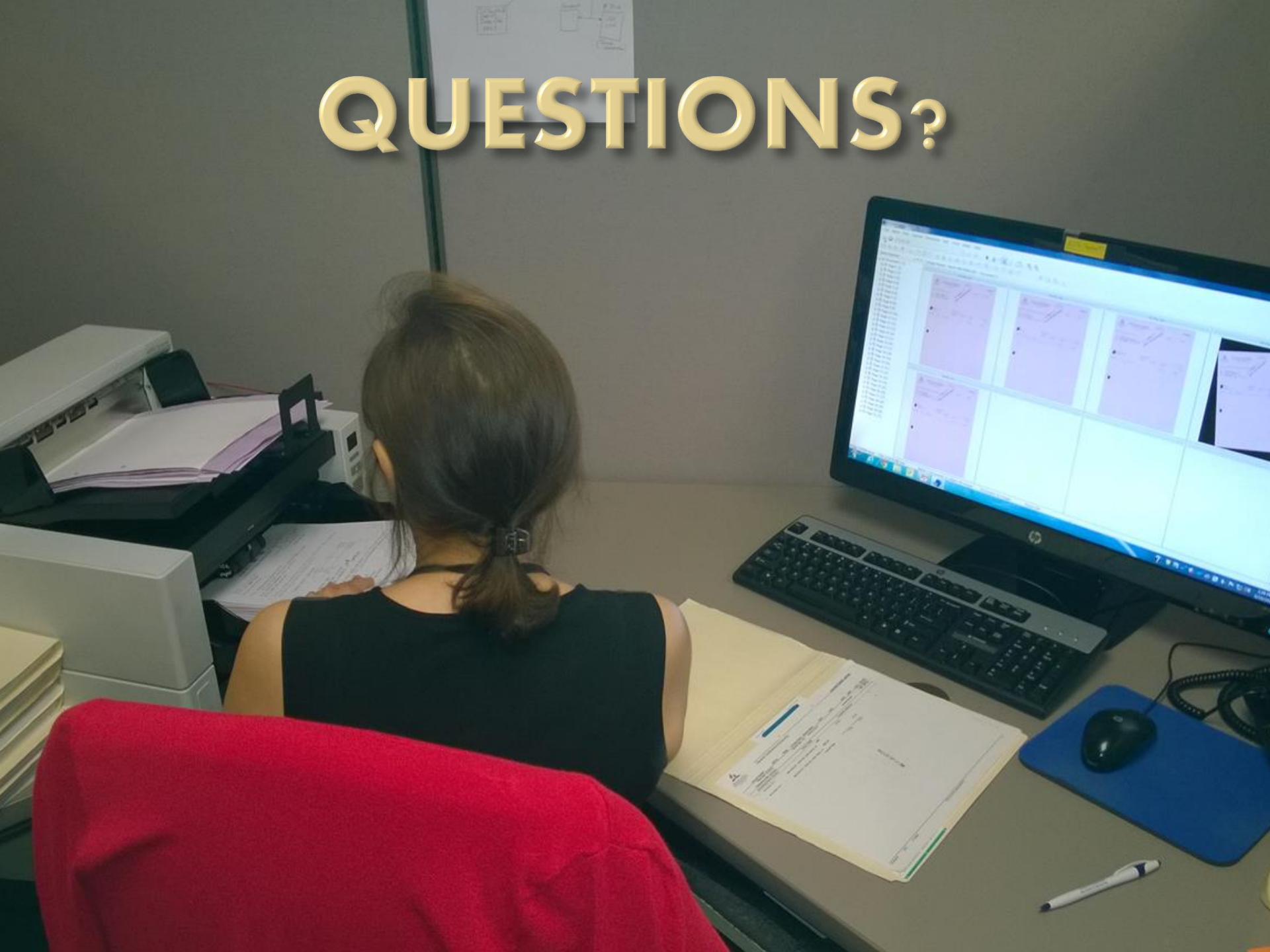
WH 3786



Verify Completed
Project

- Once whole project is complete, verify that all documents, boxes, PDFs and TIFs are accounted for and appropriately located.

QUESTIONS?





THANK YOU

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Database/Web Developer
General Conference Office of Archives,
Statistics, and Research
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