



OFFICIAL COLLEGE POLICY

DIGITIZATION POLICY

Approved by Management Executive Committee: September 4, 2018
Approved by Vanier College Board of Directors: September 18, 2018

The goal of this policy is to assist the college in meeting the following objectives:

- Fulfill the College's legal obligations pertaining to digitization and destruction of source documents.
- Favor the preservation of digital records over analogue.
- Provide a framework for digitization projects.
- Reduction of paper records for cost-effective storage (eliminate the need for physical space or off-site storage).
- Provide better access to information.
- Ensure the longevity of the College's records.
- Ensure that digitized records are authentic, complete and accessible prior to the destruction of the physical copies.

DEFINITIONS

Accessible. The digital reproduction must be available, searchable, and readable to all those with the right access.

Authentic. The digital reproduction must be the product of a documented and authorized process.

Complete. Accurate, legible reproduction of the original that contains all intellectual and physical components of the original without alterations to content.

Digitization. The process of converting any physical or analogue item, such as a paper record, photograph or graphic items, into an electronic representation or image that can be accessed and stored electronically.

Document. Any recorded information that can be treated as a unit

Records. Recorded information produced or received in the conduct or completion of an institution's activities that comprise content, context and structure enough to provide evidence of these activities. A record may comprise of one or more documents.

Article 1 – Legal and Administrative Context

1.1 The following legislation applies in order for a record to maintain legal and evidential value through digitization:

- [Act to Establish a Legal Framework for Information Technology, CLRQ c 1-1](#)
- [Archives Act, CQLR c A-21.1](#)

And in accordance with the following policies and documents:

- Policy on Information Security
- Policy on Records Management
- Vanier College Retention Schedule and Classification Plan
- La numérisation des documents: méthodes et recommandations. BAnQ.

Article 2 – Scope

This policy applies to all administrative units of the College undertaking a digitization project.

Article 3 - Roles and Responsibilities

3.1 The Director of Corporate Affairs

The Director of Corporate Affairs is responsible for the approval of this policy.

The Director of Corporate Affairs is responsible for the overall application of the policy.

With respect to the overall application of the policy, The Director of Corporate Affairs shall:

- Submit modifications of the retention schedule to the BAnQ after the completion of a record format transfer resulting in the destruction of the original hardcopies.
- Provide administrative heads with the digitization policy and guidelines prior to a digitization project.
- Retain digitization form (see appendix 1)

3.2 I.T. Services

I.T. Services shall:

- Ensure that digital records are secure and retrievable.
- Provide the heads of the administrative units with the necessary resources, as may be available, for their digitization projects.

3.3 Heads of Administrative Units

Heads of Administrative Units shall:

- Approve the disposal of source documents after quality control checks are complete and the digitized versions are certified to be authentic, complete, and accessible.
- Provide employees under their supervision with the necessary tools and training, as may be available, to understand and implement proper digitization techniques and quality control checks.
- Submit digitization form to the Director of Corporate Affairs.

3.4 Personnel

Personnel of all employment categories shall:

- Store digital documents in the designated areas of the College's network.
- Ensure that digital records meet the minimum technical requirements and are saved in the appropriate format.

- Perform quality control checks throughout a digitization project.
- Prepare physical documents for scanning by removing materials such as clips and staples.
- Comply with the College's classification plan, retention schedule, records management policy, and digitization policy and procedures.

Article 4 - Authority

The application of this policy is under the authority of the Director of Corporate Affairs

Article 5 – Quality Control and Technical Requirements

Quality control of images includes checking for:

- That small details are legible such as small type size and punctuation
- Completeness of detail (missing segments of lines)
- Scanner generated speckle
- Completeness of overall image
- Correct naming and classification

Technical Requirements include:

- A minimum resolution of 300ppi.
- File format (PDF/A, TIFF). PDF/A format is preferred for long term storage however, standard PDF is sufficient if storage capacity is limited.

Article 6 - Effective Date

This policy is effective as of September 18, 2018.

APPENDIX 1.

DOCUMENT INFORMATION			
<i>Date span</i>		<i>Digital Format</i>	
<i>Location of digital scans</i>			
PROJECT DESCRIPTION			
DESTRUCTION OF ORIGINAL COPY (Y OR N)			

Administrative Head _____ *Date* _____

Director of Corporate Affairs _____ *Date* _____