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| <b>Protocol for Digitization of Forensic Biology Records</b> |                                    |                   |
| Status:Published   |                                    | Document ID: 7074 |
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## **Protocol for Digitization of Forensic Biology Records**

### **1 Digitization of Records**

- 1.1 Digitization of Department of Forensic Biology records may be done by either an employee of the Department, or by an intern for the Department.
  - 1.1.1 Designate network destination for the file prior to scanning
  - 1.1.2 Check scanner software settings on the Fujitsu ScanSnap ix500 or S1500
    - Documents should be saved as a PDF
    - Set to 8.5x11” paper size
    - Minimum resolution of 300 dpi for color/ 600 dpi for black and white
    - Scan as single pages unless document is double sided
    - Check box for automatic image rotation
    - Check box for blank page removal
  - 1.1.3 Remove all staples, post-its and paperclips, as necessary
  - 1.1.4 Scan document
  - 1.1.5 Select destination folder by clicking “Scan to Folder” button
  - 1.1.6 Name the document within “File Name” field
  - 1.1.7 Check preview pages of document scanned to ensure they match the hard copy
  - 1.1.8 Check that the file will be saved as a PDF
  - 1.1.9 Click “Save”, click “OK”
  - 1.1.10 Replace post-its, staples, and paperclips, as necessary.
  - 1.1.11 Pages that cannot be scanned (ex. Polaroids or Quantiblots) must be photographed. Once photographed, the image is uploaded into the destination folder as specified above.

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## **2 Uploading Photos Using a Nikon D300s**

- 2.1 Secure the camera to the photo copy stand by screwing it in to the bottom of the camera
- 2.2 Attach the flash
- 2.3 Turn on the flash, the light next to the word “ready” should turn red
- 2.4 Plug in additional light source/lamps as necessary
- 2.5 Attach remote shutter switch
- 2.6 Attach USB cable from the camera to the computer
- 2.7 Remove lens cap
- 2.8 Turn on camera
- 2.9 Open the prompt that says “View Files”
- 2.10 Open all destination folders until you reach the jpeg images stored on the camera
- 2.11 Adjust all settings to automatic
- 2.12 Use magnetic border bars to line the image up with the view finder
- 2.13 Make sure image is in focus
- 2.14 Press the remote switch
- 2.15 Check the image quality on the computer screen and add flash or reduce lighting as needed
- 2.16 Discard poor quality images to reduce space
- 2.17 Rename the image as it pertains to the document being scanned
- 2.18 Transfer the renamed image to the destination folder
- 2.19 Resolution for saving photo on network must be at least 300 dpi
- 2.20 Save photo in JPEG format

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### 3 Quality Control

- 3.1 A Quality Control check of the digitization process is performed by either an employee of the Department, or by an intern for the Department. This QC check is a 100% check to ensure that all hardcopy pages are identical to the digitized version. This QC check involves a full side-by-side comparison of the original hardcopy documents to the digitized version with attention paid to clarity, readability and accuracy.
- 3.2 The Quality Control process consists of the following:
- 3.2.1 Correct image filing naming convention
  - 3.2.2 Correct file format
  - 3.2.3 Quality of the image is an accurate reproduction of the original and includes;
    - Document dimensions, size and resolution are correct
    - Orientation is proper- landscape or portraits
    - Image is not skewed
    - Image is neither too dark nor too light
    - Curvature of the page does not obscure or distort the text
    - There is appropriate contrast (eg. not too light or dark within the image)
    - There is no distortion of the image
    - Nothing obscures the image
    - Information not contained in the original has not been added to the image
  - 3.2.4 Appropriate indexing terms have been entered and associated with the image
- 3.3 Rescans of a document are necessary when any of the above criteria are not met.
- 3.4 A Final Quality Control check of the digitization process is performed by an employee of the Department. This QC check is a 10% check to ensure that hardcopy pages are identical to the digitized version of the record.
- 3.5 A **Validation Binder Digitization Quality Control Form** must be completed, digitized, and saved within the same destination folder as indicated above once the QC check has been completed. The original **Validation Binder Digitization Quality Control Form** must be placed in the hardcopy validation binder.