



The New York City Department of Records and Information Services

31 Chambers Street, Room 305, New York, NY 10007

Pauline Toole, Commissioner

To: All Senior Level Executives (SLEs), Records Management Officers (RMOs)
CC: Pauline Toole, Commissioner
Kenneth Cobb, Assistant Commissioner
Sylvia Kollar, Municipal Archivist
From: Fred P. Baptiste, Director of NYC Records Management
Subject: Policy on Converting Hard-Copy Documents to Digital Documents
Date: October 31, 2016

Purpose: The purpose of this policy is to establish a process for City agencies to convert hardcopy records with long retention periods to approved digital formats.

Policy: All hardcopy records without intrinsic historical and/or cultural value in their paper format or a legal requirement to be maintained in the original format and which have more than seven years of scheduled retention remaining should be converted to an approved digital format.

All agencies must provide the Department of Records and Information Services with a list of the record series to be digitized, the proposed file format(s), and a description of the quality assurance process that will be employed at least thirty days prior to beginning the digitization process. The filing shall describe how the agency will ensure the authenticity, integrity and security of the digitized records. The Municipal Archivist and the Director of NYC Records Management shall review the agency submission and based on that review, the Department of Records and Information Services shall provide the requesting agency with authorization to proceed, if appropriate. After the Department of Records and Information Services has received and approved a certification from the agency confirming the accuracy and integrity of the digital records, the hard-copy files shall be destroyed.

All digital images created as part of the conversion must conform to minimum technical and quality requirements set by the Department of Records and Information Services and are subject to same retention requirements as the original source records.