REQUIRED DOCUMENTATION FOR DIGITIZATION PROJECTS

Introduction

Digitization projects converting physical records to electronic formats must be documented with DORIS. The Municipal Archives or Library may request transfer of the original format documents at the completion of a digitization project and/or electronic copies of digitized records. *Agencies must attend to these requested transfers before disposing of any hard copy originals of digitized records.*

Procedures

Each application for a digitization project requires the following documentation from the agency:

Digitization Pre-implementation Checklist
Digitization Pre-implementation Checklist.pdf (nyc.gov)
This form documents project parameters and procedures. Complete this application before you start the project. If you have begun a digitization project without submitting the Pre-Implementation Checklist, complete and submit this form as soon as possible.

Digitized Records Certification Application
Digitized Records Certification Application.pdf (nyc.gov)
This form attests to completed procedures and quality assurance checks and offers the agency the opportunity to certify digitized records as the official record and the source hardcopy as a convenience copy. This form should be submitted at the completion of a digitization project. Approval of this form is required before disposing of hardcopy originals after a digitization project.

Digitization Scope of Work Digitization Scope of Work.pdf (nyc.gov)
Whether the project will be completed in-house or by a vendor, the scope of work must be documented. A Scope of Work should include:
- Goals and extent of the project.
- Milestones and schedule for the project.
- Information on indexing, format, naming conventions and the record series being digitized.
- Documentation of the Quality Assurance (QA) process.
  Note: QA is a critical part of the digitization process. Agencies using a vendor for digitization must follow up with internal procedures to make sure QA has been done and that the results are acceptable. Documents should not be considered finalized for storage until they have met QA requirements.

Both applications, a template for the Scope of Work, and guidance on naming conventions can be found on the DORIS Policies page.