NYC Department of Records & Information Services

Digitization Scope of Work

Project Name	
Agency Name	
Agency Code	

Agency Contact		**Email**	
Address		**Phone**	

Scope Author	
Date	

Record Series Name	Record Series Number	Retention

Scope of Work

Project Goals

Indexing		
The agency has provided metadata.	Yes ☐	No ☐
A list of required metadata is attached.	Yes ☐	No ☐

Conversion Format	
PDF	
Other (Please describe)	

Quality Assurance (QA)	
Use Documented DORIS QA	☐
Additional QA Procedures	

Schedule and Tasks	
Projected Start Date	
Milestone 1	
Milestone 2	
Projected End Date	

Agency Approval	
Signature	Date
Name	Title

DORIS Approval	
Signature	Date
Name	Title