

Arizona State Library, Archives and Public Records

Minimum Standards for Digital Imaging or Scanning Textual Documents

This is the standard for scanning textual documents only. Permission to scan is still required by A.R.S. 41.151.16. A Request for Document Imaging must be completed and approved prior to starting a scanning program.

For further information please call Records Management 602-926-3815.

Scan Resolution assumes 100% scan ratio and original 8 ½" by 11".

| Textual Documents with or without Illustrations in text | Retention of records 30 years or less | | | Retention of records 31 years to permanent | | |
|--|---------------------------------------|----------------------------|-----------------------------|--|-----------------------------|---------------------------|
| | Minimum scan resolution | Save as file format | Additional Notes | Minimum scan resolution | Save as file format | Additional Notes |
| | | | | | Use lossless compression | Some exceptions may apply |
| <i>DETAILS</i> | | | | | | |
| Clean, high contrast documents with smallest character of 1.0mm or larger, text only | 200 dpi bitonal | PDF TIFF (group 4 or 6) | OCRing will require 300 dpi | 400 dpi | TIFF (group 6) PDF/A | Grayscale as needed |
| Documents with handwritten notes/markings, low contrast, half-tone illustrations, photographs or poor legibility | 300 dpi grayscale | PDF TIFF (group 4 or 6) | | 600 dpi grayscale | TIFF (group 6) PDF/A | |
| Documents and items where color is important for accurate representation | 300 dpi 24-bit color | JPEG PDF | | 600 dpi 32-bit color | TIFF (group 6) PDF/A | |

Your scanning request must be approved by the Records Management Center, Arizona State Library, Archives and Public Records. Please contact RMC at: 602-926-3815 or records@azlibrary.gov.

Note : Careful attention must be paid to metadata, file naming schemas, directory structure, versioning, naming of derivative files, long term storage, migration, backup and disaster recovery to ensure "faithful reproduction" and access to the document over time.

"Faithful digital reproductions are digital objects that are optimally formatted and described with a view to their quality (functionality and use value), persistence (long-term access), and interoperability (e.g. across platforms and software environments). Faithful reproductions meet these criteria, and are intended to accurately render the underlying source document, with respect to its completeness, appearance of original pages (including tonality and color), and correct (that is, original) sequence of pages. Faithful digital reproductions will support production of legible printed facsimiles when produced in the same size as the originals (that is, 1:1)." (Quoted from: Digital Library Federation's Benchmark for Faithful Digital Reproductions of Monographs and Serials at <http://www.diglib.org/standards/bmarkfin.htm> and supported by Federal Agencies Initiative Still Image Working Group's Technical Guidelines for Digitizing Cultural Heritage Materials http://www.digitizationguidelines.gov/guidelines/FADGI_Still_Image-Tech_Guidelines_2010-08-24.pdf.)

Note:

- These are general recommendations. Considerations such as original document size, quality, legibility, image characteristics (spatial resolution, signal resolution, and color mode) and intended use will be needed to be taken into account digital reproductions.
- Scan resolution assumes 100% scan ratio (1:1).
- This table provides the *minimum* guidelines for digitization. Use the appropriate standard in the table above that most closely matches the overall content of the items you wish to digitize.
- Quality control will need to be performed consistently throughout the process to ensure quality of scans. Check with Records Management Division for quality control requirements.
- Digitization thresholds need to be adjusted based on contrast of original document. You must evaluate the digital output quality to verify that the digitized version accurately represents the content of the original document.
- You must evaluate the legibility of the scans regardless of meeting standards. Meeting minimum standards does not imply legibility of the digital reproduction.

These standards are based, in part, on the following:

Federal Agencies Initiative Still Image Working Group's Technical Guidelines for Digitizing Cultural Heritage Materials

http://www.digitizationguidelines.gov/guidelines/FADGI_Still_Image-Tech_Guidelines_2010-08-24.pdf

A Framework of Guidance for Building Good Digital Collections - NISO Recommended Practice

<http://www.niso.org/publications/rp/framework3.pdf>

Technical Guidelines for Digitizing Archival Materials for Electronic Access

<http://www.archives.gov/preservation/technical/guidelines.html>

Effective: February 1, 2014 - This standard replaces prior version dated June 12, 2013.