

Delaware County Records Center Policy  
Departmental Scanning and  
Transfer of County Material / Documents to the Records Center

Subject

Various county offices and departments scan material and documents internally for electronic storage to ease the need for box and paper storage.

Offices and departments may request that the paper material that has been scanned be transported and stored at the Records Center while awaiting the filming or destruction process to alleviate departmental storage concerns.

1.0 Purpose

To ensure efficient scanning and archive processes while alleviating space /storage needs for offices and departments scanning material internally while awaiting filming or destruction of the paper material, subject to available space at the Records Center.

2.0 Scope

This policy applies to all county offices and departments utilizing the Records Center and shall operate in conjunction with applicable Records Commission Resolutions and departmental retention schedules.

3.0 Policy

The transfer of boxed material / documents from offices and departments to the Records Center shall take place once each week (typically on Wednesdays) unless an alternative schedule is otherwise provided.

Pick up dates and times may vary due to weather, vehicle and staffing availability, or other circumstances beyond the Records Center control.

Departments / Offices scheduled for box pick up will be notified of any changes at the earliest possible time.

To schedule a box pick-up, the office / department shall contact the Records Center through email at [recordscenter@co.delaware.oh.us](mailto:recordscenter@co.delaware.oh.us) by 4:00 p.m. the day before the scheduled pick up (Tuesday for Wednesday pick up). Departments will provide the number of boxes planned for box pick up and identify if the boxes are for scanning, storage, or destruction. If the number of boxes exceeds fifty (50), then departments

shall contact the Records Center at least one (1) week in advance, in order to ensure the necessary staffing and resources are available.

#### Document Destruction:

Material that has been scanned by a department and transported to the Records Center for destruction must be placed in a Records Center box or a similar suitable box with a lid and handles. Each box should not weigh more than 40 pounds. A RC3 form (Destruction form) must be completed, signed and received by the Records Center before a pick up can be scheduled. Departments must tape a copy of the signed RC3 to the box(es) to ensure the correct boxes are transported for destruction.

The Records Center staff will complete the destruction date column on each RC3 form.

#### Document Filming:

Material that is scanned by a department and then transported to the Records Center for filming must be placed in a Records Center box and labeled accordingly.

To ensure the microfilm process is completed in an efficient and economical manner, approximately 3,800 to 4,000 scanned images are needed to generate a full roll of microfilm. Utilizing a full roll of film saves valuable space in the Records Center vault and utilizes material and supplies to the fullest extent. If an office or department has an insufficient amount of material to utilize a full roll, then the material shall remain with the office or department, or be submitted for storage pursuant to this policy, until such time as the office or department has a sufficient amount of material to utilize a full roll.

#### Scanning Quality:

Quality control is very important for internal scanning projects if the scanned images are a permanent record and ultimately will be sent to film.

The following should be quality controlled by the department before material / documents are sent to the Records Center.

1. Delete any bleed through on the back of a scan that are not pertinent to the record.
2. Scan in one format. Black and white is preferred. Color or gray scale images are less desirable for long term readability. (Digital Archive Writer errors are more likely to occur when switching among formats).
3. It is important when scanning to ensure that all pages are flat and corners are not folded over. Folded corners often cover valuable information that the future reader may need.
4. Scanned pages should not have other pages obstructing the view of the page contents.
5. All pages should be scanned in the same direction (Landscape or Portrait). Whenever possible, scanning in portrait view is preferred.

Following the above scanning guidelines ensures the images transfer properly, efficiently and effectively to film.

#### 4.0 Process

On average, eight tapes can be generated using the Digital Archive Writer (DAW) per day.


Processing is typically completed four times per month. Approximately 12 rolls are processed each time during an all-day procedure using one Prostar Archive Processor.

Departments are responsible for the quality control of the scanned documents. It is recommended that the individual responsible for scanning ensure the quality of each scanned document. It is further recommended that departments assign an additional reviewer to ensure the quality meets the scanning quality guidelines in 3.0.

Departmental scanning projects will be filmed on a rotating schedule to ensure that each department's needs are met.

#### 5.0 Effective Date

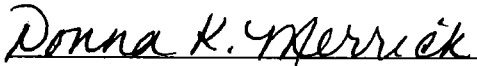
This policy is adopted as of and effective on October 13, 2021.



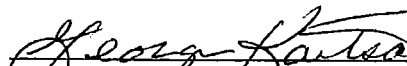
Jeff Benton, Chairman  
Board of Commissioners



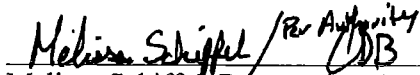
Natalie A. Fravel, Clerk  
Court of Common Pleas



Melissa Jordan, Recorder  
County Recorder's Office



George Kaitsa, Auditor  
County Auditor's Office



Melissa Schiffel, Prosecuting Attorney  
County Prosecutor's Office