**Is Document Imaging and Capture the Right Choice?**

### OVERVIEW:
This planning document is a broad overview for use when considering document imaging as an option for managing university records. A document imaging system should meet the requirements of the Board of Regents- Digitization Systems: Overview and Caution on the Imaging of Public Records and Wisconsin Administrative Rule 12 for Electronic Records.

### Questions to ask before beginning document imaging and capture:
- Is there a need for imaging? Or Is imaging a "nice to have" or a "must" system?
- Will imaging system make the department more efficient and effective to faculty and staff in daily operations?
- How many years are the records required to be kept? Refer to the University Records Retention schedule on the Records Management site. See Diagram on next page.
- Will digitized records be maintained in lieu of or in addition to paper records?
- Is there a quality check process in place for images?
- What is the estimated rate of addition per year to these records?
- Will there be dedicated staffs that have the time and resources to implement system?

### Cost Benefit Analysis:
Do the benefits outweigh the costs? Has a cost benefit analysis been completed? Consider the following:
- Cost for System Hardware and Software
- Cost for Image Management Application
- Cost for Facilities Upgrades/Site Preparation (including additional storage space)
- Cost for Project Management
- Cost for Training
- Cost for Staffing
- Cost for Ongoing Maintenance, Support, and Upgrade (generally about 10-20% annually of initial implementation cost)

If a cost analysis does not yield a net benefit for a digitization program, consider retaining files in paper form in your office, or explore off-site storage at the State Records Center. Contact the University Records Officer for access to the SRC.

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**APPLICATIONS**

**What is a Records Inventory?**
A detailed listing that could include the types, locations, dates, volumes, equipment, classification systems, and usage of data of an organization’s records.

**What is a File Series?**
A collection or related records filed together as a unit.

**What is File Integrity?**
Is the ability to retrieve and use a document without the chance of it being lost or misfiled.

**What is a Vital Record?**
Records identified as essential for the continuation or survival of the University if a disaster strikes. Such records are necessary to re-create the University’s legal and financial status and to determine the rights and obligations of employee, customers, students and faculty. Usually about 3% of records are considered vital.

*The 8 Generally Accepted Recordkeeping Principles®*

1. Accountability
2. Transparency
3. Integrity
4. Protection
5. Compliance
6. Availability
7. Retention
8. Disposition

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*For more information contact Peg Eusch, CRM University Records Officer recmgmt@library.wisc.edu February 2014*
Document Imaging System being evaluated?
Will the imaging project being done through a campus wide enterprise system, such as ImageNow?
Will the imaging project be done through a departmental system? If so which Document Imaging system is being considered?
Will the digital imaging be outsourced? If so, which vendor(s) being evaluated


UW-Madison Records Management - 2013 [Document Imaging for University Records](#)

*About ARMA International and the Generally Accepted Recordkeeping Principles®* ARMA International (www.arma.org) is a not-for-profit professional association and the authority on information governance. Formed in 1955, ARMA International is the oldest and largest association for the information management profession with a current international membership of more than 10,000. It provides education, publications, and information on the efficient maintenance, retrieval, and preservation of vital information created in public and private organizations in all sectors of the economy. It also publishes Information Management magazine, and the Generally Accepted Recordkeeping Principles®. More information about the Principles can be found at www.arma.org/principles.

For more information contact Peg Eusch, CRM University Records Officer  recmgmt@library.wisc.edu  February 2014