FORENSIC BIOLOGY ADMINISTRATIVE MANUAL

Protocol for Digitization of Forensic Biology Records		
Status:Published		Document ID: 7074
DATE EFFECTIVE 07/01/2020	APPROVED BY Deputy Director	PAGE 1 OF 4

Protocol for Digitization of Forensic Biology Records

1 Digitization of Records

1.1   Digitization of Department of Forensic Biology records may be done by either an employee of the Department, by an intern for the Department, or by a contracted vendor. Records may include but are not limited to binders of work product or validation records, case files, and proficiency test files.

1.1.1   Designate network destination for the file prior to scanning

1.1.2   Check scanner software settings on the Fujitsu ScanSnap ix500 or S1500

- Documents should be saved as a PDF

- Set to 8.5x11" paper size

- Minimum resolution of 300 dpi for color/ 600 dpi for black and white

- Scan as single pages unless document is double sided

- Check box for automatic image rotation

- Check box for blank page removal

1.1.3   Remove all staples, post-its and paperclips, as necessary

1.1.4   Scan document

1.1.5   Select destination folder by clicking "Scan to Folder" button

1.1.6   Name the document within "File Name" field

1.1.7   Check preview pages of document scanned to ensure they match the hard copy

1.1.8   Check that the file will be saved as a PDF

1.1.9   Click "Save", click "OK"

1.1.10 Replace post-its, staples, and paperclips, as necessary.

1.1.11 Pages that cannot be scanned (ex. Polaroids or Quantiblots) must be photographed. Once photographed, the image is uploaded into the destination folder as specified above.

FORENSIC BIOLOGY ADMINISTRATIVE MANUAL

Protocol for Digitization of Forensic Biology Records		
Status:Published		Document ID: 7074
DATE EFFECTIVE 07/01/2020	APPROVED BY Deputy Director	PAGE 2 OF 4

2   Uploading Photos Using a Nikon D300s

2.1   Secure the camera to the photocopy stand by screwing it into the bottom of the camera

2.2   Attach the flash

2.3   Turn on the flash, the light next to the word "ready" should turn red

2.4   Plug in additional light source/lamps as necessary

2.5   Attach remote shutter switch

2.6   Attach USB cable from the camera to the computer

2.7   Remove lens cap

2.8   Turn on camera

2.9   Open the prompt that says "View Files"

2.10   Open all destination folders until you reach the jpeg images stored on the camera

2.11   Adjust all settings to automatic

2.12   Use magnetic border bars to line the image up with the view finder

2.13   Make sure image is in focus

2.14   Press the remote switch

2.15   Check the image quality on the computer screen and add flash or reduce lighting as needed

2.16   Discard poor quality images to reduce space

2.17   Rename the image as it pertains to the document being scanned

2.18   Transfer the renamed image to the destination folder

2.19   Resolution for saving photo on network must be at least 300 dpi

2.20   Save photo in JPEG format

FORENSIC BIOLOGY ADMINISTRATIVE MANUAL

Protocol for Digitization of Forensic Biology Records		
Status:Published		Document ID: 7074
DATE EFFECTIVE 07/01/2020	APPROVED BY Deputy Director	PAGE 3 OF 4

3   Quality Control

3.1   <mark>A Quality Control check of the digitization process is performed by either an employee of the Department, by an intern for the Department, or a contracted vendor.</mark> This QC check is a 100% check to ensure that all hardcopy pages are identical to the digitized version. This QC check involves a full side-by-side comparison of the original hardcopy documents to the digitized version with attention paid to clarity, readability and accuracy.

3.2   The Quality Control process consists of the following:

3.2.1   Correct image filing naming convention

3.2.2   Correct file format

3.2.3   Quality of the image is an accurate reproduction of the original and includes:

- Document dimensions, size and resolution are correct
- Orientation is proper- landscape or portraits
- Image is not skewed
- Image is neither too dark nor too light
- Curvature of the page does not obscure or distort the text
- There is appropriate contrast (eg. not too light or dark within the image)
- There is no distortion of the image
- Nothing obscures the image
- Information not contained in the original has not been added to the image

3.2.4   Appropriate indexing terms have been entered and associated with the image

3.3   Rescans of a document are necessary when any of the above criteria are not met.

3.4   A Final Quality Control check of the digitization process is performed by an employee of the Department. This QC check is a 10% check to ensure that hardcopy pages are identical to the digitized version of the record.

FORENSIC BIOLOGY ADMINISTRATIVE MANUAL

Protocol for Digitization of Forensic Biology Records

Status:Published		Document ID: 7074
DATE EFFECTIVE 07/01/2020	APPROVED BY Deputy Director	PAGE 4 OF 4

3.4.1 If a file was scanned by a contracted vendor, the image file will be accessed through a link or flash drive provided by the vendor. Save the image file in the appropriate network destination folder.

3.4.2 The final QC check must include the above steps for readability and accuracy.

3.4.3 The LIMS case file record may also be considered a hardcopy for comparison if applicable.

3.5 Fill out the appropriate Quality Check Control Form:

3.5.1 A *File Digitization Quality Control Form* must be completed, digitized, and saved within the same destination folder as indicated above once the QC check has been completed. The original *File Digitization Quality Control Form* must be placed in the hardcopy file and/or destroyed along with the hardcopy file.

3.5.2 A *Validation Binder Digitization Quality Control Form* must be completed, digitized, and saved within the same destination folder as indicated above once the QC check has been completed. The original *Validation Binder Digitization Quality Control Form* must be placed in the hardcopy validation binder and/or destroyed along with the hardcopy binder.