

## Digitization Scope of Work

<b>Project Name</b>			
<b>Agency Name</b>			
<b>Agency Code</b>			
<b>Agency Contact</b>	<b>Email</b>		
<b>Address</b>	<b>Phone</b>		
<b>Scope Author</b>			
<b>Date</b>			

<b>Record Series Name</b>	<b>Record Series Number</b>	<b>Retention</b>

<b>Scope of Work</b>

<b>Project Goals</b>

<b>Indexing</b>		
The agency has provided metadata.	Yes	No
A list of required metadata is attached.	Yes	No
<b>Conversion Format</b>		
PDF		
Other (Please describe)		
<b>Quality Assurance (QA)</b>		
Use Documented DORIS QA		
Additional QA Procedures		
<b>Schedule and Tasks</b>		
Projected Start Date		
Milestone 1		
Milestone 2		
Projected End Date		
<b>Agency Approval</b>		
Signature		Date
Name		Title
<b>DORIS Approval</b>		
Signature		Date
Name		Title