



The New York City Department of Records and Information Services
 31 Chambers Street, Room 305, New York, New York 10007

Pauline Toole, Commissioner

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Digitization Pre-Implementation Checklist (Pre-Digitization Policy)

Retention	<p>Please check ONE:</p> <p><input type="checkbox"/> The records to be converted are currently on the agency retention schedule.</p> <p><input type="checkbox"/> The records to be converted will be added to the agency retention schedule.</p>		<p>Retention confirmed:</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>
Indexing	<p><input type="checkbox"/> The agency has created a list of required metadata for each category of records.</p> <p>(Please provide list of metadata indices)</p>		<p>Indexing received /reviewed:</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>
Imaging	<p>Please check ONE:</p> <p>The conversion will be done by:</p> <p><input type="checkbox"/> Internal: Centralized Scanning</p> <p><input type="checkbox"/> Internal: Decentralized Scanning</p> <p><input type="checkbox"/> Third Party Vendor</p>	<p>If applicable - include name of vendor:</p>	
Conversion Format	<p>The records will be converted to the one or more of the formats:</p> <p>(Please check all that apply)</p>	<p><input type="checkbox"/> PDF <input type="checkbox"/> PDF/A <input type="checkbox"/> TIFF</p> <p><input type="checkbox"/> JPEG <input type="checkbox"/> DNG <input type="checkbox"/> PNG</p> <p><input type="checkbox"/> GIF <input type="checkbox"/> (OTHER)</p>	
Records Information	<p>The agency provided DORIS with the following at least 30 days before commencement of project:</p> <p><input type="checkbox"/> A list of records to be converted;</p> <p><input type="checkbox"/> The format(s) being used;</p> <p><input type="checkbox"/> Documentation of the reliability and capability of the process to produce trustworthy records as</p>		<p>Received by DORIS:</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p> <p>Expected Implementation Date:</p>



	evidenced by the completion of a successful POC or other process.		
Quality Assurance	<input type="checkbox"/> The agency has identified a quality control process for image accuracy and Optical Character Recognition (OCR) quality.		Quality Assurance Process reviewed / approved? <input type="checkbox"/> YES <input type="checkbox"/> NO
Suitability	<input type="checkbox"/> General Counsel has evaluated the suitability of converting the specified records series to an electronic format.	(Please attach any supporting documentation.)	
Disaster Recovery	<input type="checkbox"/> The agency will create duplicate copies and store them in another geographical location.	Location of duplicate copies:	
Storage Information	<input type="checkbox"/> The agency has confirmed storage requirements with MIS / DOITT		
Agency-level Policies & Procedures	<input type="checkbox"/> The agency has developed agency-level digitization policies and procedures.	(Please attach any supporting documentation.)	Policies & procedures received / reviewed: <input type="checkbox"/> YES <input type="checkbox"/> NO