

Destruction After Digitization

King County Records Management Program
records.management@kingcounty.gov, 206-477-6889
www.kingcounty.gov/recordsmanagement



1. Introduction for the Agency

Submit the completed agreement to
Records.Management@kingcounty.gov

- Digitization plans must meet minimum requirements per [\(WAC\) 434-663](#).
- The Agency Records Officer's signature indicates your agency's commitment to follow the approved plan for the management of records.
- Agencies should review their approved DAD forms periodically to ensure they are still relevant, including that scanning requirements continue to be met and retention requirements have not changed.
- Contact the Records Management Program if any changes occur.

2 About the Agency

Department/Division/Section

Agency Records Officer

Audrey Hoover

audrey.hoover@kingcounty.gov

Contact Name & Email Address

3 Agency Digitization Plan

Digitization may be done in-house or by a third party so long as the minimum requirements are met. The Agency must ensure that any contract or work order includes specific instructions to comply with minimum output requirements, quality control processes. **King County must retain legal ownership of the records during the entire digitization process.**

	Minimum Image Density	Source Format/Size	Describe which image density and formats your agency will produce in compliance with the image output requirements. <i>(If different record series will be digitized differently, please specify.)</i>
Non-Archival Retention less than 6 years	300 dpi or higher*	PDF, PDF/A, JPEG	
Non-Archival Retention 6 years or more	300 dpi or higher	PDF/A	
Images: includes maps, plans, drawings, etc.	600 dpi	TIFF	
Archival or Potentially Archival	Contact the King County Archives to review records prior to scanning.		
<i>Agencies must consider any regulatory or statutory restrictions on record digitization.</i>			

Quality Control Process Requirements

Your agency must implement a quality control process that ensures the quality and accuracy of the digitized record.

- The entire document can be seen, including the edges and borders.
- The scanner glass is kept clean to prevent spots on the document.
- The scans are reviewed to ensure they are complete, clear, and legible.
- Images are straight and centered.
- If a scan cannot meet the above criteria...
 - Troubleshoot hardware and software used
 - Retain the Hard copy version
 - Image Metadata includes “best possible scan”

Are the quality control requirements above included in either the instructions to the vendor or your Agency’s standard work for digitization to ensure compliance?

Yes, I certify the above quality control processes will be followed

Digitized Record Storage Requirements

Your agency must implement procedures to ensure the digitized records are migrated and preserved for the duration of their retention.

- The files are saved in a way that prevents alteration (“read-as”).
- The storage system used manages and controls changes to the documents
- External Media storage is NOT allowed (Do NOT use CDs, thumb drives, etc.)
- The software prevents unauthorized deletion of records, in accordance with the DAN
- Digitized records and all associated metadata must be routinely backed-up 50 miles away

Does your DAD include Essential Records? Update your agency’s essential records plan and emergency plans to account for the records change in format to ensure preservation.

Describe where your agency will store digitized records for the remainder of their records retention.

If records are still considered ‘active’ per the Retention Schedule, describe storage plans for both their immediate storage and storage once they become ‘inactive.’

Note: Content Manager is fully compliant with storage and management requirements under WAC 434-663 and DOD 5015.2.

Both Active and inactive digitized records will be securely maintained in IA Pro and Content Manager during retention periods, and appropriately dispositioned in IA Pro and Content Manager once retention has been met.

Yes, I certify this system is compliant with the above record storage requirements

Digitized Record Retention & Disposition Requirements

Digitized records must be retained and dispositioned in compliance with Disposition of Public Records in King County (INF 15-3-3-EP).

- The record series or DAN will be part of the records metadata or folder titles
- Source records will not be destroyed until
 - Image quality verified per the quality control requirements
 - Any related audit, investigation, Public Records Act request or litigation has been closed, legal holds have been lifted, and destruction has been approved by the appropriate parties
- Use confidential shredding to destroy source records containing confidential or personally identifiable information
- The digitized records storage location is routinely monitored to apply retention and disposition rules
- Inactive records are filed into Content Managed when they become inactive per the Retention Schedule (if not before)

Describe who will perform the disposition of the source records once the above requirements are met and what methodology will be used. (In house, King County Records Center, third-party vendor [name], etc.)

Describe how your agency will apply the retention requirement to the digitized records and ensure appropriate disposition per the King County Retention Schedule.

Note: *Content Manager is a fully compliant solution to meet storage and management requirements under WAC 434-663 and DOD 5015.2.*

Digitized records documented on the following page will be kept with other electronic records in IA Pro and Content Manager. Digitized records will be dispositioned in IA Pro and Content Manager in accordance with this agreement and King County retention schedules.

Digitized records documented on the following page will be kept with other electronic records in IA Pro or Content Manager. Digitized records will be dispositioned in IA Pro and Content Manager in accordance with this agreement and King County retention schedules.

Yes, I certify the source and digitized records will be retained and dispositioned in accordance with the above requirements and associated King County Retention Schedule.

**Destruction of source records does NOT require documentation.*

4 Record Series Information

Describe the records series to be digitized.

For ongoing scanning projects date ranges may include future dates within the five-year expiration period of the DAD agreement (YYYY-expiration year).

NOTE: Record series identified on the [King County All-Agency Blanket DAD Pre-Approval](#) do not need to be documented on this form. All record categories on the Blanket DAD form are **pre-approved for any county agency** to use as long as they meet the minimum requirements listed on the document.

Record Category Title & Description	Date Range	Disposition Authority # and Archival Designation	Retention Period (Schedule Cutoff and Retention)
<i>Example: Payroll Supporting Documents</i>	<i>12/31/2020 – 12/31/2021</i>	<i>Not Archival</i>	<i>Year end 6 years</i>

5 Agency Signature	6 Records Management Signature
Our agency will comply with these minimum requirements. 	The King County Records Management Program verifies this plan meets minimum requirements.
Agency Records Officer Signature & Date	Records Management Program Signature & Date

For RMP Use Only			
Tracking #		Approved Date	

Documents to be scanned include active records, they will be destroyed once the quality control check is completed.

Documents will be scanned in house.

Once electronic documents have met their retention requirements, the electronic record will be destroyed according to their retention schedule, to be reviewed annually. Ability to delete files from the network server containing the digitized records is restricted to authorized users only.

Procedure for scanning IIU documents

Documents will be prepared, removing staples, clips, etc., keeping them in their identified folder, per subject or incident, until the complete file can be scanned.

Documents would be scanned at 300 dpi in PDF/A format on the in-house copy/scan machine. Color will be included if there is color on the document. This file type prevents alteration of the image. *See Ricoh MP C4504ex operator's guide.*

File will be named by IIU case number YYMM-### which includes month and year as well as unique identifying number that is cross-referenced in a database. Electronic images will go through quality control process where a minimum of every tenth scanned image will be checked. If quality is not deemed high enough, the document will be rescanned to enhance or manipulate images to make them more readable.

If during the quality control process the image is deemed to be too low of quality to scan, the hard copy versions of the record that did not scan well will be kept in the IIU offices in appropriately labeled file folders.

All scanned images will be imported into IA Pro if the case file is Jan 2010-current. IIU cases prior to Jan 2010 will be uploaded to Content Manager.

Digitized records (and their associated metadata) will be backed up as part of KCIT the county services routine backup of virtual servers.

Commented [WA1]: Tell me about this please. Are we not uploading because there are too many? Or because of file size? I don't recall if this is an arbitrary date or specific. 😊