Disposition after Digitization Form

For Records Management Program Use Only	
KCDAD#	

To ensure compliance with (WAC) 434-663, *Imaging Systems, Standards for Accuracy and Durability*, King County staff must submit this form for approval, in order to destroy physical records after they have been digitized.

See the preapproved DAD for guidance on scanning records that have already been approved for this process.

Email this form to:

<div align="center">

Department of Executive Services
Records and Licensing Services Division
Archives, Records Management and Mail Services Section
Records Management Program
Records.management@kingcounty.gov

</div>

SECTION A – AGENCY INFORMATION	
Department/Division	
Section	
Section Disposition Authority	
Office contact for this form	

SECTION B – DESCRIPTION OF RECORDS BEING SCANNED		

Are any records to be scanned designated as **ARCHIVAL** in the records retention schedule?

☐ Yes - **STOP!** These records cannot be destroyed. Contact the Records Management program for assistance

☐ No – Continue

Do any of the records to be scanned have sensitive information, such as PII?

☐ Yes

☐ No

Record Series and description	Date range	Disposition Authority #

Attach a list if additional lines are needed

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SECTION C – DIGITIZATION PROCESS

Does the agency have an established digitization process that includes directions for scanning, standards, and quality?
- ☐ Yes - Please share this process with the form submission
- ☐ No - Contact the Records Management Program for additional guidance

Who is scanning the documents?
- ☐ King County staff, in house
- ☐ Washington State Archives
- ☐ A third party vendor

Describe the physical format of the records. Include any information relevant to the digitization process. Select all that apply.

- ☐ Text based documents
- ☐ Photographs
- ☐ Large or oversized records
- ☐ Maps
- ☐ Drawings
- ☐ Other

- ☐ Paper
- ☐ Unsubstantial paper (carbon copies)
- ☐ Black and white documents
- ☐ Color documents
- ☐ Glossy photos
- ☐ Ephemera
- ☐ Other

What DPI (dots per inch) are the records being scanned at?

- ☐ 300 dpi
- ☐ 350 dpi
- ☐ 400 dpi
- ☐ 450 dpi
- ☐ 500 dpi
- ☐ 550 dpi
- ☐ 600 dpi or higher
- ☐ Other

What file formats will the records be saved as? (select all that apply)

Contact the Records Management Program for guidance on acceptable records formats.

- ☐ TIFF (preferred)
- ☐ PNG
- ☐ PDF
- ☐ PDF/A (preferred)
- ☐ Other:

Quality Control Process
Select which of the following will be used to ensure the quality and accuracy of the source documents? (select all that apply)
- ☐ The entire document can be seen, including the edges and borders
- ☐ Scanned images are clear and legible
- ☐ The scanner glass is kept clean to prevent spots on the document
- ☐ The scans are reviewed to ensure they are complete, clear, and legible

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☐ Images are straight and centered
☐ Other:

Select which of the following will be done if the best possible scan is not good quality?
☐ The hardware and software being used will be troubleshooted
☐ Hard copy versions are kept
☐ The phrase "best possible scan" is added to the image metadata
☐ Other:

SECTION D – MANAGEMENT AND STORAGE OF THE DIGITIZED RECORDS

Will the scanned images be kept and managed in Content Manager? Content Manager is fully compliant with storage and management requirements under WAC 434-663 and DOD 5015.2.
☐ Yes – skip to section E
☐ No – SharePoint
☐ No – Other

Describe the software you are using if it is not Content Manager or SharePoint. Name
☐ Commercially available "out of the box" software with minimal customized
☐ Commercially available software with significant customization
☐ Developed in-house
☐ Other

How will the digitized records retention be managed? (select all that apply)
☐ The digitized records will 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
☐ The record series or DAN will be part of the record storage metadata (folder titles)
☐ The records retention and location is managed as part of the office's regular inventory and disposition process
☐ Other:

How will the digitized records' security and protection be ensured? (select all that apply)
☐ The file format prevents alteration
☐ The files are saved in a way that prevents alteration ("read-as")
☐ SharePoint version history and permissions are managed and monitored to prevent alteration
☐ The software system used manages and controls changes to the documents
☐ The software prevents unauthorized deletion of records, in accordance with the DAN.
☐ Other:

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Does the agency have an Essential Records Plan, or emergency plan, that includes electronic records?
- ☐ Yes
- ☐ No

Are the digitized records and all associated metadata routinely backed up?
- ☐ Yes – at Washington State Archives Disaster Recovery Storage Service (DRSS)
- ☐ Yes – on SharePoint
- ☐ Yes – _____ miles away from the office at _____
- Yes – Other
- ☐ No

Which of the following procedures are in place to ensure the records are migrated and preserved for the duration of their retention? (select all that apply)
- ☐ Digitized records are migrated to new operating systems and software as updates are implemented, including SharePoint.
- ☐ The original documents have been microfilmed.
- ☐ Digitized records are not managed or stored on external media storage, such as CDs or thumb drives.
- ☐ The software used migrates and manages records
- ☐ Other

SECTION E – DESTRUCTION OF SOURCE DOCUMENTS

This approved DAD is the approval and authorization to destroy the source documents under GS50-09-14R3. No additional documentation or approval is needed. It is the agency's responsibility to ensure the source documents are kept if they are under hold or anticipated hold.

Who is performing the destruction of the source documents?
- ☐ In house
- ☐ King County Records Center
- ☐ The third party digitizing vendor
- ☐ A third party vendor who did not digitize the records

Describe the timeline of how the source records will be destroyed, *after* the records have been scanned, checked for quality, and filed.

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Authorization and Approval

Agency Records Officer

Agency Disposition Authority

Public Records Committee

King County Archivist (If needed)

King County Records Center (If needed)

Rejection Reason

☐ Records are Under Hold   ☐ Records are archival   ☐ Inappropriate Digitization Plan   ☐ Inaccurate Form Information

☐ Other:

Notes

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