HOW TO OPERATIONALIZE THE NEW NARA DIGITIZATION GUIDELINES IN YOUR DIGITAL CONVERSION ENVIRONMENT:

THE PRACTICAL CONSIDERATIONS

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What are we NOT talking about today?
What has NOT changed?

- [Definition of a Permanent Record](#)

- [Regulations for formatting Permanent Digital Records](#)

- [Regulations for Transferring Permanent Digital Records](#)

- [Regulations for Digitizing Temporary Records](#)

- Regulations governing Presidential Records and Congressional Records

Appendix A: Tables of File Formats

Quick Links

Computer Aided Design	Digital Audio	Digital Moving Images
Digital Cinema	Digital Video	Born-Digital Photographs
Digitized Paper and Photographic Prints	Born-Digital Posters	Geospatial Formats
Presentation Formats	Born-Digital Textual Data	Structured Data Formats
Email	Web Records	Calendars
Navigational Charts		

Example -- Regulations for Formatting of Permanent Digital Records
https://www.archives.gov/records-mgmt/policy/transfer-guidance-tables.html

What ARE we talking about today?
What has changed?

NARA previously amended 36 CFR part 1236 to add standards for the digitization of temporary records, which constitute *the majority of Federal records*.

NARA is adding a new subpart that establishes standards for the digitization of permanent paper and photographic print records, including paper and photographs contained in mixed-media records.

NATIONAL ARCHIVES

What's Different Now?

- **Validation** – Agency must guarantee that digitization process is complete, accurate, and defensible.

- **Planning & Documentation** – Digitization process and procedures must be documented.

- **Metadata** – Must be embedded and maintained in the record system and include Administrative, Descriptive, and Technical elements.

TECHNICAL SPECIFICATIONS
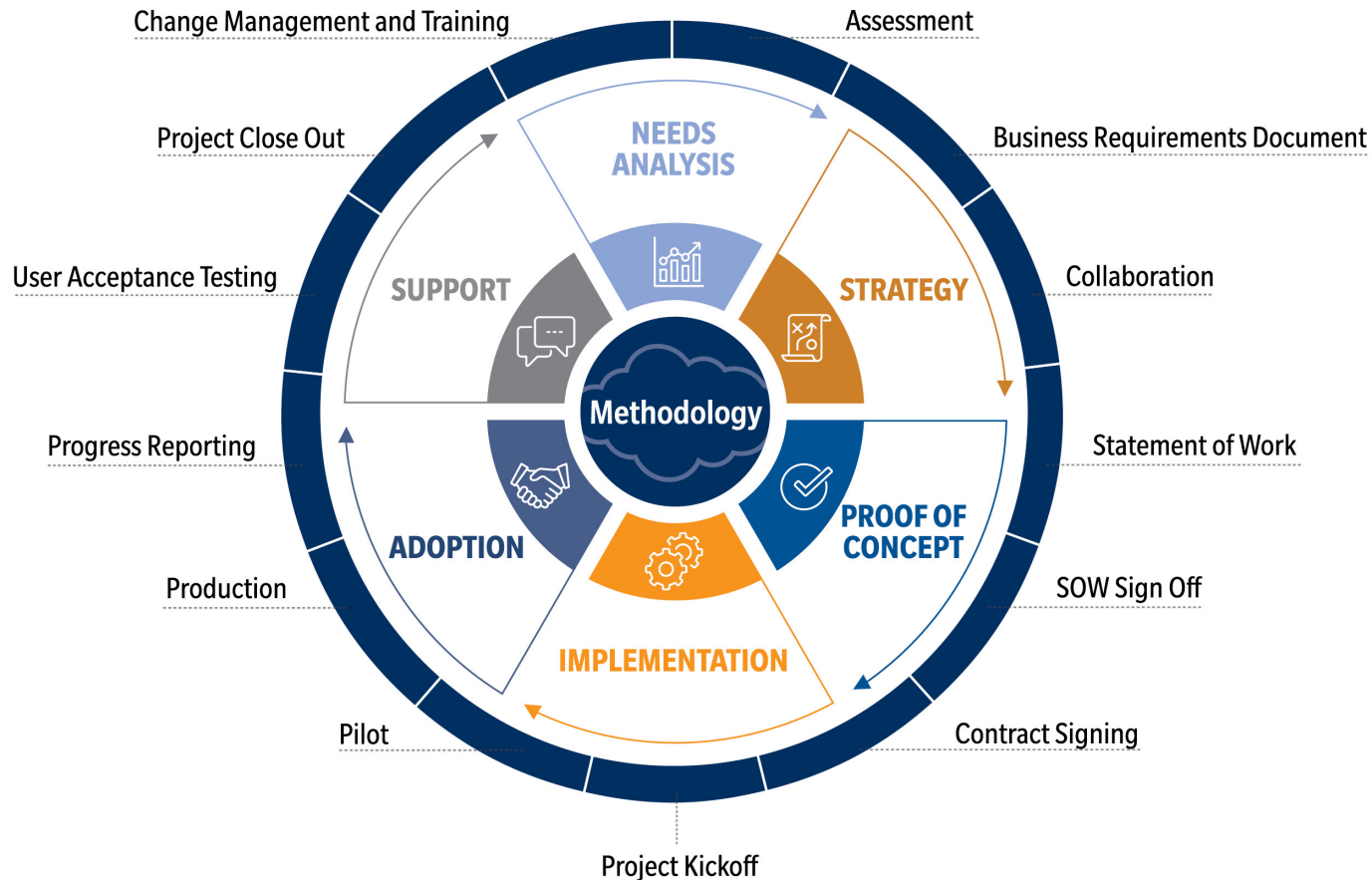*Technical specification* of an acceptable image.

QUALITY ASSURANCE
Validation of entire imaging process in addition to spot quality checks.

What are the 10 key operational questions that you need to ask?
Start by understanding a typical document conversion process…

Change Management and Training

Assessment

Project Close Out

Business Requirements Document

User Acceptance Testing

Collaboration

NEEDS ANALYSIS

SUPPORT

STRATEGY

Methodology

Progress Reporting

Statement of Work

ADOPTION

PROOF OF CONCEPT

Production

IMPLEMENTATION

SOW Sign Off

Pilot

Contract Signing

Project Kickoff

TECHNICAL SPECIFICATIONS
What are the 10 key operational questions that you need to ask NOW?

1. Do we understand that image quality standards from the temporary document world (like "300dpi color PDF") no longer suffice?

2. Do we understand that the new regs outline very specific image quality requirements (FADGI-3 star Unbound Document and FADGI Modern Textual Document)

3. Are our existing scanners capable of producing FADGI-3 images even when doing large batches?

4. What pre-scanning process will we use to determine whether the records we are scanning are permanent or temporary? Will we apply the new image quality standards to ALL records or just the permanent ones?

5. What business rule will we apply to scanning records with mixed quality requirements (i.e., photos within a Modern Textual Document) – default everything to FADGI-3?

QUALITY ASSURANCE
What are the 10 key operational questions that you need to ask NOW?

6. What image process analytic tool and which device-level reference targets will we use (Golden Thread and OpenDICE are examples) to verify that digitization devices conform to the required imaging parameters?

7. How often will we test our imaging process for compliance -- At the beginning of every shift? When we update software?

8. Have we budgeted to replace reference test targets as they fade—or accumulate dirt, scratches and other surface marks that reduce their usability?

9. What kind of operator training is needed to make sure they understand the new requirements?

10. What are we going to do with existing scanned permanent records that were not scanned consistent with the new requirements?

Screen Capture/Video
What does a FADGI-3 compliant capture process look like?

Questions?

Next steps

- We'll be here after the session for as long as it takes to answer your questions - come on up.

- Text us your email to 703-728-0393 and we'll send you a copy of the presentation.

- Stop by the **BOOTH #208** to chat more.

- Make an appointment to visit our Digital Innovation Center and see these technologies in action on multiple hardware platforms.

- Sign up for "Series 2" of our **Records Modernization Workshops** – first session is Oct. 18th at 11 am with with Mark Patrick.

digital innovation center driving FADGI³ compliant digitization

RECORDS MODERNIZATION WORKSHOPS

JOIN US FOR THE SECOND SERIES OF VIRTUAL LEARNING SESSIONS

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