

Basic Criteria for Certified Imaging Systems

File Format:

Single page TIFF is the required format. Multi-page TIFF and PNG formats may be used but their use must be approved by NJDARM, BEFORE the project begins. An application for approval is found on our Forms page at <http://www.njarchives.org/links/forms.html#I>

Resolution:

Minimum: 200 dpi small format 300 dpi large format

Please note: for documents that require by regulation a raised seal and signature (typically architectural and engineering documents) the raised seal must be gone over with graphite, charcoal or other means so that it is visible in the digital image.

Scanning Log:

A log indicating who scanned what and when it was scanned must be kept. This log may be generated from the system, kept in a spreadsheet or database or can be a handwritten paper log. For logs that generate by log-in or user name a “key” must be provided that gives the full name of the scanner operator.

Policy and Procedure Manual

Document that lists all policies and procedures relating to security, document preparation, scanning, quality control, and indexing.

Quality Control

100% of the images must be visually checked

Indexing

The same level and scheme of indexing that was used for the paper records must be used for the imaged records. Additional indexing may be used.

Back-ups

In addition to providing for adequate backups of the electronic files, you must have an “eye-readable” backup (microfilm or the original paper documents) for all records with a 10 year or longer retention period.

Data Migration Statement

Statement that says that whoever is hosting the images understands that it will have to move from old technology to new technology, whether storage, hardware or software at some point; that it is positioning itself to do so; and it is budgeting to do so.

Disaster Recovery Plan

More than just your back-up plan, this document outlines how the agency or service bureau would get back into business if something happened to its imaging system. Who does what, when and where.

Steps to Certification

Mailing: PO Box 307, Trenton, NJ 08625

Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

1. Agency: Contacts NJDARM for guidance.
<http://www.njarchives.org/links/imgcertification.html>
2. Agency: Submits RFP to NJDARM for review.
3. Agency: Completes the Imaging Certification Application (Evaluation Form and all supporting documentation) and sends it to Imaging Certification Program, Department of State, NJDARM, PO Box 307, Trenton, NJ 08625.
4. NJDARM: Reviews the application and contacts the agency regarding any additions or clarifications needed in the application, if applicable.
5. Agency: Makes needed additions or clarifications to the application and submits them to NJDARM and submits microfilm for inspection, if applicable.
6. NJDARM: Conducts a site visit to review the scanning procedures.
7. NJDARM: Gives "recommend to certify" notification to the agency, stating that the imaging system meets the requirements for certification and will recommend certification to the State Records Committee (SRC).
8. Agency: Publishes Public Notice and sends an affidavit of publication and a copy of the notice (according to deadlines) to Vilirie Perry, Department of State, NJDARM, PO Box 307, Trenton, NJ 08625, (fax) 609-530-6121.
9. NJDARM: Puts agency on the agenda for the next SRC meeting.
10. Agency: Representative(s) and vendor representative(s) attend SRC meeting.
11. NJDARM: Staff presents the imaging system for review by the SRC, who confers certification.
12. Agency: Submits Annual Review for recertification. If there are any changes to the system, including updates to hardware, software or new records series being imaged, these can be noted at the time of annual review or submitted as an amendment, using the form (Annual Review/Amendment Form).

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