Scan It:
Paper to Digital Checklist

Things to do and think about before beginning a scanning project

Preparing the Records

- ☐ Remove staples, clips, plastic sheets

- ☐ Make note of double-sided documents (need to scan both sides)

- ☐ Remove post-it notes and place on blank piece of paper behind page

Scanning Decisions and Planning

- ☐ Select appropriate DPI (dots per inch)
  - ☐ 300 DPI for printed documents
  - ☐ 600 DPI or higher for handwriting, photos

- ☐ Select black/white, grayscale, or color scans

- ☐ Decide if authenticity is needed via checksum or audit trail

- ☐ Devise post-scan readability review (quality control)

- ☐ Determine post-scan paper retention timeline