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

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