



Quality Assurance Checklist for Digitising Records

As part of the scanning process it is advisable to randomly check the quality of the scanned documents before being registered into Content Manager or alternate business systems. Use this checklist to ensure that the digital image is sufficient to meet legal evidentiary obligations. If staff wish to destroy records after scanning, this checklist **MUST** be used in conjunction with an authorised Digitisation Plan. Contact Records records-services@unimelb.edu.au for assistance.

Accurate representation of the source record

- Is all the information there?
- Is information missing from edges of image area? Is image orientation correct?
- Is image cropped or incomplete?
- Has the smallest detail been legibly captured?
(e.g. smallest type size for text; clarity of punctuation marks, including decimal points)
- Do the colours accurately compare with the original?
(e.g. density of solid black areas - too light? too dark?; colour fidelity)
- Is the sharpness of the image comparable to the original?
(e.g. lack of sharpness or too much sharpening; unnatural appearance and halos around dark edges)
- Are multi pages structured and arranged in the correct order as the original?



Legibility

- Are any highlighted areas with text able to be read?
- Are there any marks, lines, blotches on the image caused by the scanning process?



Annotations

- Can any annotations be viewed?
(Consider using the Sticky Notes feature in PDF or highlighting)



File format

- Is file format correct?
(.pdf, .pdf-a etc. as required by digitisation plan)



Number of pages

- Do the number of pages produced exactly match the original (source) document?
- Have all "blank" pages in image (but not in the original document) been removed?



Metadata

- Is metadata correct according to digitisation plan?
(Naming conventions followed, date format correct, etc)



Images

- Are any original images reproduced clearly?
(Check original photos, logos, diagrams, etc)

