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<td>Page 18</td>
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</tbody>
</table>
A digitisation activity plan consists of:

**Scope definition**: This section lists the records (or collections of records) that are to be digitised as part of the activity and how the digitisation is to be organised. It must include the following information;

**Record identification**: This lists the records (or collections of records) that are to be digitised

The records digitised fall within the Financial Management function and include the following document types;

- Accounts Payable Invoices (API) - Reimbursements, petty cash, invoices, cheque copies
- Accounts Receivable Invoices (ARI) - Invoice request forms and UCU invoices
- Accounts Receivable Journals (ARJ) - Journals and journal transfers
- Bank Reconciliation (BR) - Library fines balance sheet, bank statements, receipts, remittance advice, cheques, Travelex, MasterCard requests
- P2P - Purchase orders, statements, invoices with purchase order number
- Accounts Payable Vendor Set-Up (APV) - Requests for employee reimbursement setup and change of supplier details
- Integrated Credit Management System (ICMS) - Staff MasterCard claims
- Asset Additions

**Duration**: This section indicates whether the digitisation is to be a discrete activity to digitise an existing body of records, or a continuing activity to digitise records as they are received

The digitisation of the University’s financial records will be an ongoing process, taking place 9am-12pm on business days. Additional scanning may be undertaken during peak periods.

**Performance**: This states whether the digitisation is to be performed in-house, or outsourced to a third party

Digitisation will be performed by University staff, specifically members of the Records, Archives and Mailroom Services Team.

**Location**: This section indicates the physical location where the digitisation is to be performed

Digitisation will be performed in Room B15, 27 Thynne Street, Bruce. This is a secure area with swipe card access.
**Appraisal analysis.** This section identifies whether the records are temporary or permanent. If they are temporary it gives the retention period for the records (including the RDS and sentence the records are appraised against);

The Records to be digitised have been appraised against Territory Records (Records Disposal Schedule – Financial Management Records) Approval 2011 (No 1) Notifiable instrument NI2011— 482 made under the Territory Records Act 2002, s 19 (Approval of schedules for the disposal of records)

**FINANCIAL MANAGEMENT**

The function of managing financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining or providing grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

**Accounting**

The activities relating to the collection of government revenue and the, recording, classifying, summarising and analysing of financial transactions. Includes financial statements, and the implementation, maintenance, monitoring and auditing of the agency's accounting systems and internal controls. Also includes the determination and assessment of taxes, duties, rates and other government charges.

<table>
<thead>
<tr>
<th>Entry No.</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>005.002.002</td>
<td>Principal accounting records and associated supporting records managing the agency's revenue and expenditure. Includes: journals ledgers receipt and revenue records</td>
<td>Destroy 7 years after action completed</td>
</tr>
</tbody>
</table>
Purpose of digitisation: This section indicates why the records are to be digitised; The University of Canberra has a business requirement that financial records be digitised. Processing of invoices is performed by an offshore team and is time sensitive. Digital copies of the paper financial records which enter the University must be available as soon as possible to ensure timely processing of all invoices by the offshore team.

Statement of benefits: This section states the benefits anticipated upon digitisation; Digitisation will reduce storage costs and facilitate easier access to financial records. Handling large quantities of paper financial records is labour intensive, the boxes of invoices are heavy and difficult to organise. Digitising the University’s financial records will reduce the time involved in accessing information and improve information security. Electronic records are also much more easily destroyed.

User needs and impacts: This section states the requirements of the users of the records, and the impact on them of using a converted copy. The impacts may be positive or negative. The impact on the

<table>
<thead>
<tr>
<th>sales and purchase invoices</th>
<th>cheque records (e.g. cheque butts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>or computerised cheque issue records)</td>
</tr>
<tr>
<td></td>
<td>payment records, including payments for allowances and act of grace payments</td>
</tr>
<tr>
<td></td>
<td>petty cash records</td>
</tr>
<tr>
<td></td>
<td>cash books</td>
</tr>
<tr>
<td></td>
<td>credit notes</td>
</tr>
<tr>
<td></td>
<td>advance registers</td>
</tr>
<tr>
<td></td>
<td>and associated records</td>
</tr>
<tr>
<td></td>
<td>creditor and debtor registers and lists.</td>
</tr>
</tbody>
</table>
user will be positive; it will be much easier to search for a specific invoice and access will be provided much more quickly than retrieving a box of paper invoices from on-campus or off-campus storage and manually searching for a particular document.

**Risk analysis**: This section identifies the risks in digitising the records. Specific risks to be considered are:

- The risk that the authenticity of a record will be challenged and the authenticity could have been proven from the source record, but cannot be proven from a digitised copy. (Forensic testing of physical documents is a well understood activity, but the forensic testing of digital objects is still an evolving practice);

- Incomplete digitisation where some records are not digitised at all, not digitised completely (e.g. missing pages), or have poor quality images (e.g. poor contrast, too low a resolution);

- The risk that a converted record may be lost due to inadequate record management systems. It is recognised that digital objects are inherently fragile and may be lost due to media failure (e.g. deterioration), application obsolesce (i.e. losing the ability to render the object), or lack of context. Agencies should not underestimate the challenges involved in retaining converted records for long periods of time, and make a realistic assessment of their ability to manage the records for their required life; and

- Risk that digitising will damage the source record. (This need only be considered where the source record is to be retained after digitising, or where damage will preclude obtaining a complete copy.).

**Intellectual property analysis**: This section identifies any intellectual property (IP) issues with digitising the source records. Typical IP issues include, for example, who owns the copyright to the records and who can agencies make copies available to. The University is digitising its own records for its own use, so there are no Intellectual Property issues.

**Format requirements**: This section identifies if there are requirements imposed upon the agency by legislation, regulation, government policy/directive, agency policy, standard, or written direction from the Director of Territory Records to retain the records in a specific format. There are no format requirements for the Universities accounting records.
**Artefactual value:** This section states whether the physical records have value as physical artefacts. (see Principle 2 – Source records with value as artefacts); The Universities Financial records hold no value as artefacts, they are used primarily to facilitate processing of invoices for goods and/or services rendered and are retained only for a period of seven years (unless a business unit requires them to be retained for an extended period).

**Source document review:** This section reviews the source documents to determine the characteristics that affect a digitisation project. The following characteristics must be documented:

<table>
<thead>
<tr>
<th>The type of source documents (papers, bound volumes, photographs, plans, microfilm, etc)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The quantity of each type of source documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Varies from day to day. There are around 110,000 pages scanned in one year.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Whether different types of source documents are mixed within files</th>
</tr>
</thead>
<tbody>
<tr>
<td>Files contain only one type of source document</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The image size (or sizes) of each type of source document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Varies, typically around 50-kb</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Document structure (stapling, binding type, gatefolds)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Some documents contain staples, which are removed before the digitisation process, any stuck on notes are secured to the page with sticky tape.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Document condition (paper quality, creasing, condition of microform jackets)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The paper quality is generally good, occasionally creased receipts are processed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Informational content (text, images, annotations, stuck on notes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primarily text, some images, annotations and stuck on notes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Whether both sides need to be digitised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Both sides of the documents are digitised, blank pages are automatically deleted by the software.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Whether there are any special characteristics of this source document that will affect the digitisation standards adopted.</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
</tbody>
</table>
This section details the resources (equipment and personnel) required to digitise and manage the records in accordance with the requirements in this Digitisation Plan.

The equipment required to digitise University financial records includes:

- Kodak i2900 Scanner
- Windows XP
- Kofax Capture Version 8.00 1238 (Service Pack 3)
- Speed-i-Jet 798 Labeller – used to add a unique identifying number to each scanned document.
- Date stamp – used to indicate on which date documents have been scanned.
- Records Manager 8 – recordkeeping software used to manage digitised financial records
- One full-time member of staff, trained in both the scanning process and records management.
Digitisation Image Specification

The University of Canberra will comply with the requirements of Principle 4 of the *Territory Records Standard for Records Management No. 9 -Records Digitisation and Conversion* if it can demonstrate, for source records being viewed for disposal after conversion, that the agency has implemented digitised images that meet the following recommended specifications:

For clean, high contrast, documents with text or graphics for which colour is either not present or not essential and any images are line art; the University of Canberra will produce images conforming to the following specification:

- Resolution: 200 dpi;
- Type of image: bi-tonal;
- Bit-depth: 1 bits;
- Colour management: not applicable;
- Lossless compression (Lossy compression is acceptable if this is the only representation available from the digitisation device);
- Generally use this specification for documents (including maps and plans) unless any of the following conditions apply;
  - The document contains coloured information that must be retained to preserve the meaning;
  - The document has a low contrast (e.g. faded text, browning paper, or coloured paper);
  - The document includes photographs;
  - Photographs or negatives;

For documents where colour is present and is important, or for documents with low contrast (e.g. faded text, coloured background) the University of Canberra will produce images conforming to the following specification:

- Resolution: 200 dpi;
- Type of image: colour;
- Bit-depth: 24 bits;
- Colour management: embedded ICC colour profile; and
- Lossless compression (Lossy compression is acceptable if this is the only representation available from the digitisation device).

For black & white photographs the University of Canberra will produce images conforming to the following specification:
Resolution: 600 dpi;
Type of image: greyscale;
Bit-depth: 8 bit;
Colour management: embedded ICC colour profile; and
Lossless compression (Lossy compression is acceptable if this is the only representation available from the digitisation device).

For colour photographs the University of Canberra will produce images conforming to the following specification:
Resolution: 600 dpi
Type of image: colour
Bit-depth: 24 bit
Colour management: embedded ICC colour profile
Lossless compression (Lossy compression is acceptable if this is the only representation available from the digitisation device)

For black & white negatives the University of Canberra will produce images conforming to the following specification:
Resolution: 2400 dpi;
Type of image: greyscale;
Bit-depth: 8 bit;
Colour management: embedded ICC colour profile; and
Lossless compression (Lossy compression is acceptable if this is the only representation available from the digitisation device).

For colour negatives the University of Canberra will produce images conforming to the following specification:
Resolution: 2400 dpi;
Type of image: colour;
Bit-depth: 24 bit;
Colour management: embedded ICC colour profile; and
Lossless compression (Lossy compression is acceptable if this is the only representation available from the digitisation device).

For financial record scanning configuration - mobility settings;
DPI: 300
Paper Size: A4
Backpage Threshold: 3000
- VRS Adjustment
  - Enable back page detection
  - Enable delete blank
- Clarity
- Auto Brightness
- Advanced Clarity: 2
  - B = 50
  - C = 50
- Gamma: -7
- Noise: small
- Skew
  - Enable autocrop
  - Enable deskew

Where it is required to relax the requirements of this Specification for temporary records, agencies must conduct a usability analysis conforming to the following specifications:

- Identification of all the reasonable business uses of the records; and
- Evidence to confirm that it can reasonably be expected that all records will be usable for all identified business uses.
The purpose of the digitisation processing plan is to detail the workflow that will be required to generate full, accurate, and complete records from the source documents.

The workflow must cover:

- **Process set-up, including:**
  - Digitisation hardware and arrangement; Kodak i2900 Scanner
  - Software requirements;
    - Windows XP
    - Kofax Capture Version 8.00 1238 (Service Pack 3)

- **Scanning records, including:**
  - Special handling of multilayer documents (e.g. documents with annotations on the back, documents with attached notes, highlighted records); A complete copy of each record will be taken. Many of the University's financial records include annotations, highlighted sections and attached notes – all scanned copies are checked against the hardcopy document as part of the quality assurance process.
  - Special handling of records with different types of documents (e.g. plans and memos), including ensuring that the original record and the converted record are put back together in the correct order, and methods for digitising source records with special requirements (e.g. thin, oversized, fragile); Fragile documents, such as thin paper receipts, are carefully scanned to ensure the original remains intact and the scanned copy is legible.
  - Storing of scanned images before post-processing (e.g. file naming, disposal) of the digitised images (e.g. cropping, adjustment of contrast, brightness, and colour, down sampling, and saving as particular file types/compression); The majority of the post-processing work is carried out immediately. Documents are checked for suitability before any adjustments are made (e.g. cropping, rotating images and rescanning anything deemed illegible).

Disposal of source documents will be carried out 3 months after the digitisation process to allow ample time for the quality assurance process to highlight any documents which require rescanning. During this period, all documents will be held in a secure archival facility.
• Quality assurance procedures to ensure that all images satisfy usability requirements; There are a number of quality assurance procedures in order to ensure that the scanning has been completed accurately:
  o Operators are required to check the scanned image against the hardcopy image and add a scanned date stamp to the images they have checked and verified as readable/usable.
  o A unique identifier is also applied to each individual document (note a document may have multiple pages). This serves as an indicator to the offshore team who process the financial documents, a missing identification numbers means there has been an error in the scanning process.
  o A cover sheet is to be completed for each batch of documents; this cover sheet must match the identifying numbers of the paper invoices to the numbers assigned to the digitised images.
  o Operators must complete an Excel spreadsheet and cross-check (in Kofax) that the correct number of documents have been scanned.

• Documentation required to be kept of the scanning process. A spreadsheet of scan data is to be completed after each scanning session, cover sheets must also be attached to the paper invoices in order to facilitate linking of the physical a digital objects.
  o Generation of the converted records, including:
    • Combination of multiple images into a single document (including attachments, non-standard size pages, post-it notes); Naming of the computer files containing the documents;
      Documents are scanned as either single-page single-sided, single page or multiple pages. The software combines images that are scanned under the multi-page setting into one TIFF file. Documents are titled according to their record type and the date scanned.
    • Association of the metadata with the documents; As the scanned financial records are added to the recordkeeping system, the following metadata is applied;
      o Title – Scan Date + Financial Management Record Type (e.g. 20140526API)
      o Date Created
      o Creator
      o Retention Schedule
      o Owner Location

• Quality assurance procedures to ensure that the converted record is a full and accurate copy of the source record; Documents are checked as they are added to the recordkeeping system to ensure they match the source records.

• Documentation required to be kept of the record generation process. An excel spreadsheet is used to ensure that all documents scanned are entered into the recordkeeping system.
Return of source records from digitising, including:

- **Record tracking to ensure that the source records are returned.** Once the conversion process is completed the source documents are to be held until their secure destruction.

- **Separating records that can be disposed of from those that cannot be.** All documents that have been digitised and determined to be accurately copied can be disposed of. There are not records of artefactual value being digitised.

- **Organising the source records so that they can be easily retrieved in case of quality assurance failure.** Source documents will be boxed according to their scan date and held on-site for a period of three months.

- **Documentation required to be kept of the record return.** As the records are being held by the same area responsible for the digitisation process, there is no need to keep documentation of the return process.
Management Plan for the Converted Records

The purpose of the management plan is to describe the mechanisms used to ensure that the converted record remains accessible for as long as it is required. This section describes the requirements for the plan for ongoing management of the converted record.

It must contain the following sections:

**Record management:** This section states how the converted records are to be managed as records. It must cover:

- **The record system to be used to manage the converted records;** Records Manager 8
- **Identification of the converted record:** Records are to be identified by their scanned date and the Financial Management Record Type
- **Indexing:** All relevant metadata will be added to the record in RM 8. The metadata fields to be captured include:
  - Title – Scan Date + Financial Management Record Type (e.g. 20140526API)
  - Date Created
  - Creator
  - Retention Schedule
  - Owner Location
- **Classification:** Finance-in-Confidence
- **Security and access control:** Security and access control are to be managed by Records Manager 8. Only staff members with a business need to access these records will be given clearance.
- **Rights management:** All of the digitised records are University property; there are no intellectual property issues.
- **Preservation of the converted record:** Preservation will be handled by Records Manager 8. The converted records are not to be retained permanently, so there are unlikely to be preservation issues relating to the long-term degradation of digital information.
- **Disposal of the converted records:** Disposal will be performed in line with the Territory Records Office Retention and Disposal Schedule. Financial records will be held for a minimum of seven years before their secure disposal.
- **Preservation of the identity, integrity, authenticity, and context of the record.** This will be carried out through the use of the recordkeeping software, Records Manager 8
**Back-up and restore** This section covers the taking of copies of the records and contextual metadata for the purpose of routine recovery of information that is lost due to media failure, minor system failure, and operator error. It must cover:

- **Back-up software and process (including frequency);** The back-up software used is CommVault Simpana v10, there are incremental back-up six times a week and a full back-up once a week. Once a month, a full back-up from each data set is archived to tape based storage.

- **Storage of back-ups (including security used to ensure authenticity);** All backups (full and incremental) are copied to “nearline” (disk based storage). A full backup from each year is retained for a minimum of seven years.

- **Restoration procedures;** The University has procedures for restoring the recordkeeping system. For disaster recovery purposes:
  - One weekly full backup from each data set is automatically copied to disk based storage located in a separate building on campus.
  - Each fortnight a set of full backups representing each data set is physically transferred to a secondary location on campus.
  - Quarterly offsite tape backup done with External provider (Grace Records).

- **Periodic quality assurance procedures to ensure that the back-up and restore procedures are operating correctly;**
  - Automatic monitoring and alerting to System administrators
  - Automatic daily reports to System administrators

- **Quality assurance procedures to ensure that data has been restored correctly;** Periodic restores are conducted and validated to ensure that data is being restored correctly.

- **Documentation of failures, restoration, and quality assurance.** System failures, restoration and quality assurance measures are documented in the University’s ServiceDesk System.

**Security and access control** This section includes both system security and physical security of the media and servers. Security must cover all copies of the data, including those held for back-up and disaster recovery regimes. Servers and back-up tapes (including those held for disaster recovery purposes) are stored in secure areas both on-campus and off-campus.

**Export** This section covers how the records (including metadata) can be exported from the record system. Typical exports are to another record system (e.g. upon decommissioning this record system). Note that systems that hold Territory archives must be of archival quality. Records Manager 8 has the functionality to export records (including their metadata and audit log).
Management Plan for the Source Records

This section contains the requirement for the plan for ongoing management of the source records after it has been confirmed that the converted record is a full and accurate copy of the source record.

It is expected that in many cases the source records will be disposed of once the quality assurance process has been completed. Records to be retained as Territory archives must be managed appropriately according to Territory Records Standard No. 7 – Physical Storage of Records.

The management plan must contain the following information:

- The disposal status of the source record;
  - Source records will be securely destroyed following digitisation.

- The period the source record must be kept after conversion;
  - Source records will be kept for a period of three months for quality assurance purposes.

- The management system used to manage the source records until their disposal;
  - Source records are to be held temporarily in the Records, Archives and Mailroom Services compactus until their disposal via secure bins.

- The method of linking between the converted records (in their record system) and the source records (in their record system);
  - The source records are given a unique identifying number before their conversion to digital records. These numbers is recorded in a spreadsheet each day.

- The records to be kept of the disposal process.
  - The disposal process is to be documented by the Records, Archives and Mailroom Services Team and a record of the destruction will be included in the control records.

Source records will be disposed of under Notifiable Instrument NI2011—170, which allows for the disposal of source records under the following schedule;

<table>
<thead>
<tr>
<th>Pre-action conversion</th>
</tr>
</thead>
<tbody>
<tr>
<td>These classes apply to any source record that has been converted from one format before it has been actioned by an officer in the agency.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Entry No.</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE2. GE2.001</td>
<td>Pre-action conversion</td>
<td>Dispose of the source record after quality assurance procedures have been completed.</td>
</tr>
<tr>
<td>Any source record that: a) Has been converted from format</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

University of Canberra | Digitisation Plan – Financial Records
to another before it has been actioned by an officer in the agency; and

b) Satisfies all of the following conditions.

1. An assessment has been carried out on the risks an agency incurs in converting the records. (It is recommended that agencies gain experience with low risk conversions before attempting large scale high risk conversions.)
2. A full and accurate copy of the source record has been created.
3. The converted record has become the official record of the business of the agency.
4. The converted record is managed in a system that is designed to ensure access for the full retention period of the record. The system must satisfy the relevant storage standards.
5. The source record does not have value as a physical artefact.
6. There is no requirement imposed upon the agency by legislation, regulation, government policy/directive, agency policy, standard, or written direction that the source record be retained in a specific format.

Source records must be retained after conversion for a sufficient time to ensure detection of any problem in the quality assurance process, so that it is possible to easily reconvert the record if a problem is detected or if the officer actioning the record requires access to the original record.

Electronic source records must be maintained in a readable and accessible format pending disposal.
The purpose of a quality control and assurance process plan is to describe the mechanisms used to ensure that the digitisation project will produce complete, full, and accurate records.

The quality control and assurance process plan must contain the following sections:

**Image accuracy.** Ensuring that the digitisation equipment is producing accurate images. (e.g. quality of image, colour rendition.) This also ensures that the operator is operating the equipment correctly.

The quality of images is to be assessed as part of the scanning process – all text must be legible, including hand-written annotations. Records are reviewed at the time of digitisation and later as part of the processing performed by the off-shore team.

The following quality assurance measures are taken to ensure image accuracy;

- Operators are required to check the scanned image against the hardcopy image and add a scanned date stamp to the images they have checked and verified as readable/usable.
- A unique identifier is also applied to each individual document (note a document may have multiple pages). This serves as an indicator to the offshore team who process the financial documents, a missing identification numbers means there has been an error in the scanning process.
- A cover sheet is to be completed for each batch of documents; this cover sheet must match the identifying numbers of the paper invoices to the numbers assigned to the digitised images.
- Operators must complete an Excel spreadsheet and cross-check (in Kofax) that the correct number of documents have been scanned.

**Record accuracy.** Ensuring that the digitisation workflow is producing full, complete, and accurate records (all records have been digitised, metadata is correctly captured, all images of a document are captured, all images are recombined into a single document, documents are registered correctly into record system).

Records will be monitored as they are added to the recordkeeping system. Any discrepancies will be flagged and investigated. A report will be generated monthly to ensure the contents of the recordkeeping system align with the documents detailed on the scanning spreadsheet.

The recordkeeping system will not allow records to be added without the complete set of accompanying
The records being digitised are to be held for seven years, the recordkeeping software (Records Manager 8) is capable of retaining these records until they can be securely destroyed.

The system is backed-up and restored periodically (incremental back-ups six times a week, a full back-up once a week)

**Quality failure processes.** Where a quality failure is identified, processes are in place to identify and check other records that could be affected

If a quality failure is identified during the off-shore processing of a record, the image will be retrieved from temporary storage and re-scanned.

Any failures in the process of adding the digitised finance records to Records Manager 8 will be flagged in the systems audit log and investigated.

**Logging and analysis.** Logging and analysis processes to allow monitoring of trends and detection of systematic problems.

Scanned images are given a unique identifier and the number of images scanned each day is recorded in a spreadsheet (first and last number).

Records Manager 8 has the functionality to produce reports to analyse trends and indicate systematic problems.
Certificate of Compliance

Territory Records Specification on Digitisation Requirements (Principle 3 of Territory Records Standard 9 - Records Digitisation and Conversion - Digitisation Plan

I, VICKI WILLIAMS, CFO and Director of Finance and Business Services for The University of Canberra, confirm that the organisation has demonstrated to my satisfaction that the Requirements of Principle 3 of Territory Records Standard 9 - Records Digitisation and Conversion (Minimum Digitising Requirements) has been met and can continue to be met when digitising the following records:

Financial Management - Accounting Records

I understand that meeting this specification is a condition for the agency implementing the Records Disposal Schedule for Source Records.

Requirements of Principle 3 of Territory Records Standard 9 - Records Digitisation and Conversion (Minimum Digitising Requirements) requires agencies to prepare a Digitisation Plan for the source records being digitised.

This Digitisation Plan must include the following components:

- Digitisation Activity Plan;
- Digitisation Image Specification;
- Digitisation Processing Plan;
- Management Plan for the Converted Records;
- Management Plan for the Source Records; and
- Quality Control and Assurance Plan

Each of these components must contain mandatory information. The Digitisation Plan and the records that the digitisation was carried out in accordance with the plan may be audited.