



Quality Assurance Checklist for Digitised Records

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

Faithful 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 are structured and arranged in the correct order as the original?



Legibility

- Are shaded areas with text able to be read?
- Are there artefacts on the image caused by the scanning process?



Annotations

- Can any annotations be viewed?
(Consider sticky notes and highlighting)



File format

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



Number of pages

- Do the number of documents produced match the number expected?
- Have all "blank" pages in image and not in original document been removed?



Metadata

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



Images

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

