Records & Information Template

Digitisation Quality Assurance Checklist

Use this checklist to ensure that digital scanned images created as part of your digitisation work are sufficient to meet legal evidentiary obligations.

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| * If staff wish to destroy records after scanning, this checklist MUST be used in conjunction with an authorised Digitisation Plan. See [Digitisation plans](https://records.unimelb.edu.au/services/digitisation_plans) for further information. |

## Checklist

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| **Task** | **Completed** |
| **ACCURATE REPRESENTATION OF THE SOURCE RECORD**   * Is all the information captured? (i.e. information is not missing from the edges, it is not cropped or incomplete, etc.) * Is the image orientation correct? * Has the smallest detail been legibly captured? (e.g. smallest type size for text, clarity of punctuation marks, including decimal points, etc.) * Do the colours accurately compare with the original? (e.g. density of solid black areas matches the original record, colour fidelity is accurate) * Is the sharpness of the image comparable to the original? (e.g. there are no blurry areas or unnatural halos) * Are multi pages structured and arranged in the correct order as the original? |  |
| **LEGIBILITY**   * Are any highlighted areas with text readable? * Are there any marks, lines, blotches on the image caused by the scanning process? |  |
| **FILE FORMAT**   * Is the file format correct according to the Digitisation Plan? |  |
| **ANNOTATIONS**   * Can any annotations be viewed? (Consider using the Sticky Notes feature in PDF or highlighting) |  |
| **NUMBER OF PAGES**   * Do the number of pages produced exactly match the original record? * Have all "blank" pages in image (but not in the original document) been removed? |  |
| **METADATA**   * Is the metadata correct according to the Digitisation Plan? (e.g. Naming conventions have been followed, date format is correct, etc.) |  |
| **IMAGES**   * Are any original images (photos, logos, diagrams, etc.) reproduced clearly? |  |