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.
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## 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?
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| **LEGIBILITY*** Are any highlighted areas with text readable?
* Are there any marks, lines, blotches on the image caused by the scanning process?
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| **FILE FORMAT*** Is the file format correct according to the Digitisation Plan?
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| **ANNOTATIONS*** Can any annotations be viewed? (Consider using the Sticky Notes feature in PDF or highlighting)
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| **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?
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| **METADATA*** Is the metadata correct according to the Digitisation Plan? (e.g. Naming conventions have been followed, date format is correct, etc.)
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| **IMAGES*** Are any original images (photos, logos, diagrams, etc.) reproduced clearly?
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