

Digitisation Standard and Digitisation Toolkit – Overview

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Digitisation Toolkit

The Digitisation Toolkit helps you digitise and preserve your high-value, high-risk information. Using this toolkit will help you meet reproduction standards so you can destroy original or source records. The Toolkit includes:

- *Application to Dispose of Permanent Paper Source Records* – a checklist to help you prepare your application to our Office.
- *Digitisation Projects: Plan Before you Scan* – will help you manage large volume digitisation or back-scanning projects.
- *Digitisation Standard: Technical Standard for Permanent Paper Records* – describes minimum requirements for preservation quality digital copies. Use this Standard for permanent records and to meet the conditions in our *Disposal Schedule for Source Records* (DA2159).
- *Digitisation Toolkit FAQs* – your guide to the Toolkit.
- *Disposal Schedule for Source Records* (DA2159) – the legal instrument you use to dispose of the source records.
- *Sustainable Digital File Formats for Creating and Using Records* – this CAARA publication recommends and lists digital formats.
- *Three Steps for Better Scans* – a staff educational poster.

Guidelines 8 and 19 have been replaced

Our new *Digitisation Standard: Technical Standard for Permanent Paper Records* replaces *Guideline 8: Digitisation and Disposal of Source Records* and *Guideline 19: Digital Preservation Formats*.

Disposal Schedule for Source Records (DA2159) updated

Version 5 (2024) of *Disposal Schedule for Source Records* (DA2159) replaces version 4 (2015).

Permission from the State Archivist required before destroying permanent records

Use *Disposal Schedule for Source Records* (DA2159) to destroy source records after digitisation.

For permanent source records, use the *Application to Dispose of Permanent Paper Source Records*. Only destroy records after you have been given approval from the State Archivist.

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Information and Records Management Standard updated

We have updated the *Information and Records Management Standard* to include the new *Digitisation Standard: Technical Standard for Permanent Paper Records*. Version 1.1 (2024) replaces version 1.0 (2020).

MORE INFORMATION

- Office of the State Archivist 2024, *Digitisation Toolkit*, OSA, viewed 11 June 2024, <https://www.osa.tas.gov.au/information-management-framework>>.
- Office of the State Archivist 2024, *Disposal Schedule for Source Records* (DA2159), OSA, version 5, viewed 11 June 2024, <<https://www.osa.tas.gov.au/retention-and-disposal>>.
- Office of the State Archivist 2024, *Information and Records Management Standard*, OSA, version 1.1, viewed 11 June 2024, <<https://www.osa.tas.gov.au/information-management-framework>>.

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Document Development History

Version	Date	Comments
1	11/06/2024	Initial release
