PROCEDURE **Feb 2016**

SCAN PROCESS FOR TEMPORARY DOCUMENTS (MANAGING SOURCE RECORDS)

Before the scan process for temporary documents can occur, please ensure you have completed the 'Team Scanning and Registration Authorisation Form' Only column one 'Type of documents description' and your business unit name and Manager's name needs to be completed.[redacted]

Records Management will then determine whether document types listed are sentenced as temporary under Disposal Schedule 20.v5(GDS20)

Once approval has been received from Records please follow the process below:

1. Documents are to be scanned on the Kodak Scanner or through the Multifunction Printers with scanning capability. A**ll documents must be quality checked – I.e., that no pages have been missed and the scan is of a readable quality. The scanned image must be a replica of the original paper document as once the original document is destroyed this is the only copy.**

2. **Scanning Documents-**
   - Separate into batches and scan like documents together – single or double sided, portrait, size, colour etc
   - Remove staples, paper clips, binders
   - Flatten paper and remove creases
   - Remove sticky notes or if significant - flat bed scan –or scan note separately
   -

3. Follow either batch registration process or Quick Add Profile registration process to register into ECM – Follow document titling standards and linking conventions for team.

4. Instead of assigning a physical location we will track the location of the documents using notes.

5. Each document will have a note attached that identifies in which box the document is located and under which Disposal Schedule the document was sentenced.

6. Each business unit that scans and registers temporary documents will request a barcode from Records Management and place the documents in a physical box with the barcode placed on the end. Records Management will then create a note for each box, as below.

7. When a box is full it is closed and stored by Records Management and we provide a new archive box and update the Note with the new barcode number. Please note the date scanned range on the outside of the archive box. (Jan 2015 – March 2015) this means the box is due for destruction in 3mths - July 2015)

Records Management have 1 archive box for all temporary source records for the daily incoming correspondence. We have also provided archive boxes to various business groups that scan/register records in ECM.

[redacted]

A Note is created for each instance where temporary source records are assigned to an archive box:

When a 'temporary' record is scanned / registered in ECM, a Note is assigned - this is an example of the Note content used by RM.

[redacted]

The process for managing temporary source records will be:

- The temporary source record Boxes will stored onsite with Records Management until due for destruction
- When due for destruction the box(es) will be forwarded to [redacted]
- Provider will forward the destruction certificate
- We will then run a "script" in ECM that will:
    - search for all Notes with the title containing the specific barcode number
    - replace the Note title with "Source record destroyed on dd/mm/yy Cert 9999"

This will provide:

- Note Title = date that the source record was destroyed and destruction certificate number
- Note content = original archive box barcode number and GDS21 version

<u>DOCUMENTS IN A NETWORK DRIVE</u>

If document is in a network drive, drag and drop into Add to ECM – Quick Add Profile – Complete details and Add Note -
Select Correct Note with Box Number

IF SCANNED AND EMAILED –Add to ECM– Untick Email and tick attachment – Quick Add Profile – Complete Details , Add Note, Select Correct Note for Box Number

[redacted]

[redacted]

Refer to Procedures for Batch Scanning/Registering with Quick Add Profiles

ADDING A NOTE – RECORDING THE BOX HOLDING DOCUMENTS

SELECT – Add Note

[redacted]

Note Template List appears

[redacted]

Select Box Number that documents will be filed in

[redacted]