

**RECORDS INFORMATION MANAGEMENT SCANNING POLICY**

Department	Administration	Policy No.	0340-91
Section	Records and Information Management	Date Approved by Board	
Repeals		Board Resolution #	

Amended		Board Resolution #	
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	
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1. Purpose

- 1.1 The purpose of the Scanning Policy is to provide direction on acceptable scanning processes and the handling of source records (i.e., scanned physical records). Scanning is an acceptable tool to promote authorized and necessary access to information, to complete the contents of a digital file folder or to protect vital records.
- 1.2 The *Electronic Transactions Act* allows for the legal admissibility of electronic records.
 - a) Under the authority of the *Electronic Transactions Act*, electronic records which are received or created by the PRRD are already considered official records.
 - b) Digital signatures are also recognized as valid by the same legislation.
 - c) However, physical records received or created by the PRRD are considered official records and may not be destroyed after being scanned unless the scanning process and the PRRD's records management program comply with the standards.
 - d) The *Electronic Records as Documentary Evidence* (CAN/CGSB-72.34 2024) standard must be met to reliably grant a scanned copy the same legal standing as an original physical record.
 - e) Any scans that do not meet standards are not official records and not legally admissible and must be brought up to standard as soon as possible.
 - f) Any physical records received or created by the PRRD are official records and may not be destroyed after being scanned except as part of a regular destruction process approved by the Corporate Officer.

2. Scope

- 2.1 This policy applies to all physical records which are scanned by PRRD employees as part of the usual and regular course of business.

3. Definitions

- 3.1 See RIM-01 Records and Information Management Framework Policy for definitions.



4. Policy

- 4.1 Scanning physical records into an electronic format is acceptable when
- providing access to information, either internally or externally.
 - adding the record to ensure the digital file folder is complete.
 - protecting vital records.
- 4.2 Managing the original physical record and the scanned copy.
- The record must not be destroyed after being scanned.
 - The record must be filed into a properly classified file folder and maintained as the official record.
 - The electronic scanned copy must be filed in an electronic file folder utilizing the same classification and file folder name as the physical file. The physical file and the electronic file are two parts of the same file, and both file formats are to be managed as one file.
- 4.3 Standards
- Scans should be a minimum of 300 dpi for text-based documents and 600 dpi for photographs or documents with graphics.
 - Scans should be OCR'd (Optical Character Recognition) to facilitate content searches.
 - Scans should preferably be in Portable Document Format/Archival (PDF/A).
 - Scans should be named according to the subject of the document with the application of any other necessary naming conventions.

5. Sources:

- 5.1 [Electronic Transactions Act](#) (SBC 2001, c. 10, s. 3-12)
- 5.2 [Electronic Documents as Documentary Evidence](#) (CAN/CGSB 72.34 2024)

Affiliated Policies	Vital Records Policy 0340-92
Affiliated Procedure	