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RM-G-QualityControl (09/2020)

## QUALITY CONTROL PROCEDURES FOR IMAGED / SCANNED RECORDS

### STATE ARCHIVES IMAGING POLICY

The State Archives requires agencies to submit a narrative describing their quality control procedures for image production and maintenance. See LAC 4:XVII.1305.A.1.e.

### PURPOSE

The purpose of this requirement is to ensure agencies have the proper safeguards in place to verify they are producing complete and legible electronic images before they seek permission to destroy the original documents. Once the originals are destroyed, it is hard if not impossible to recreate the records if the images were not captured properly. Vital information may be lost.

### QUALITY CONTROL STATEMENT

Your quality control statement outlines your agency's quality control procedures. We recommend you consider the following when developing your procedures:

- Ensure **both** sides of a two-sided document are captured
- Scan documents at 100% of their original size
- Scan documents at a minimum of 300 dpi
- View images as a thumbnail to ensure the entire document was scanned and has not been covered or skewed
- View images at full size to ensure the quality of the image is readable
- Adjust brightness / contrast for any non-readable images and re-scan
- Only remove pages that are truly blank
- Name files in a consistent manner
- Preserve all metadata
- Verify the index matches the file being scanned
- Verify all documents have transferred from the capture software
- Check file names to ensure no documents are missing

### WHAT PERCENTAGE OF IMAGES SHOULD YOU VISUALLY INSPECT?

We recommend you visually inspect 80% or more of the images.

### WHEN SHOULD YOU PERFORM QUALITY CONTROL?

We recommend you perform quality control during the scanning process, the conversion process and the indexing process. You may also perform quality control during image audits or during daily reviews of the images being retrieved by your staff during the course of their workdays.

Please contact Records Management for any questions at [recmgt@sos.la.gov](mailto:recmgt@sos.la.gov).