

# Scanning specifications<sup>1</sup>

These specifications are issued by the Archives as the minimum acceptable requirements for digitisation of Commonwealth agency paper records.<sup>2</sup> They take into account the currently available capabilities of scanning equipment available under Whole of Government panel arrangements. These specifications will be subject to ongoing review.

While these are minimum requirements, the Archives encourage the use of the highest specifications that are practical and possible for records. In particular, agencies that scan paper records using specialised equipment including scanning projects outsourced to specialist providers are not constrained by the capabilities of generic copying equipment. Please contact the Archives for advice regarding specifications in such situations.

Requirements	Quality Check
<p><b>1. Use for all documents with text or graphics including colour, high contrast and low contrast (low contrast includes watermarks, grey shading, faded text, coloured background). Agencies should produce images conforming to the following specifications or higher:</b></p> <ul style="list-style-type: none"> <li>• Format: PDF (PDF/A<sup>3</sup> encouraged); JPEG 2000<sup>4</sup>, PNG<sup>5</sup> or TIFF</li> <li>• Resolution: 300 dpi</li> <li>• Scanning ratio: 100%</li> <li>• Colour profile: colour</li> <li>• Bit-depth: 8 bits per channel RGB</li> <li>• Colour management: embedded ICC colour profile encouraged</li> <li>• Searchability: OCR<sup>6</sup> encouraged (PDF or PDF/A complies)</li> </ul> <p>Can use this specification for all documents, but not for photographic collections.<sup>7</sup></p>	<p>Testing of the images that the minimum requirements listed in these technical specifications have been met.</p> <p>For a guide to suitable quality assurance checks see AS/NZS ISO 13028: 2012, Information and documentation - Implementation guidelines for digitization of records.</p>
<p><b>2. Use for text and graphics documents with high contrast and low contrast (low contrast includes watermarks, grey shading, faded text, coloured background) and where colour is either not present or not essential for understanding the document. Agencies should produce images conforming to the following specifications or higher:</b></p> <ul style="list-style-type: none"> <li>• Format: PDF (PDF/A encouraged); JPEG 2000, PNG or TIFF</li> <li>• Resolution: 300 dpi</li> <li>• Scanning ratio: 100%</li> <li>• Colour profile: greyscale</li> <li>• Bit-depth: 8 bits</li> <li>• Searchability: OCR encouraged (PDF or PDF/A complies)</li> </ul> <p>Can use this specification except for :</p> <ul style="list-style-type: none"> <li>• Documents where colour is essential for understanding the document</li> <li>• Photographic collections</li> </ul>	<p>Testing of the images that the minimum requirements listed in these technical specifications have been met.</p> <p>For a guide to suitable quality assurance checks see AS/NZS ISO 13028: 2012, Information and documentation - Implementation guidelines for digitization of records.</p>

<sup>1</sup> Specification is based on Public Record Office of Victoria PROS 11/07 Capture Standard Specification 2. Digitisation: Image Requirements Version Number: 1.1 Issued 1.1.2010 <http://prov.vic.gov.au/wp-content/uploads/2011/09/1107s2.pdf> but with modifications.

<sup>2</sup> Any digitisation where the source records are to be destroyed needs to conform to General Records Authority 31.

<sup>3</sup> ISO PDF/A is defined in ISO 19005-1:2004 & ISO 19005-2:2011.

<sup>4</sup> JPEG 2000 is defined in ISO 15444-1:2000.

<sup>5</sup> Portable Network Graphics.

<sup>6</sup> Optical Character Recognition.

<sup>7</sup> For projects to reproduce photographic collections, consult with the Archives.

Requirements	Quality Check
<p><b>3. Use this option <u>only</u> for clean, high contrast documents for which colour is either not present or not essential for understanding the document and any graphics are line art. Agencies should produce images conforming to the following specifications or higher:</b></p> <ul style="list-style-type: none"> <li>• Format: PDF (PDF/A encouraged); JPEG 2000, PNG or TIFF</li> <li>• Resolution: 300 dpi</li> <li>• Scanning ratio: 100%</li> <li>• Colour profile: bi-tonal</li> <li>• Bit depth: 1 bit</li> <li>• Searchability: OCR encouraged (PDF or PDF/A complies)</li> </ul>	<p>Testing of the images that the minimum requirements listed in these technical specifications have been met.</p> <p>For a guide to suitable quality assurance checks see AS/NZS ISO 13028: 2012, Information and documentation - Implementation guidelines for digitization of records.</p>