

## STANDARD OPERATING PROCEDURE

<b>Name of department/division</b>	Records, Archives and Museums		
<b>Title</b>	Scanning and Digitising of existing Archival Records		
<b>SOP no</b>	<b>2.2.4_2.11.6_2022</b>	<b>Version no</b>	0.001
<b>Date of approval</b>	2022-06-14	<b>Revision date</b>	2023
<b>Web address</b>		<b>Page no</b>	1 - 3

### 1 COMPILATION AND AUTHORISATION

Action	Designated person	Signature	Date
Compiled by:	Eric Swanepoel	<i>Eric Swanepoel</i>	2022-06-01
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### 2 DISTRIBUTION

Department/Unit	Name	Date
CIGS	Amanda van der Merwe	2022-06-15
All RAM staff members	E-Mail	2022-06-15
All NWU staff members	Intranet	2022-06-15

### 3 DOCUMENT HISTORY

Date	Version no	Reason for revision
	0.001	First development of SOP for digitisation.

### 4 PURPOSE OF THE SOP

The purpose of this SOP is to provide a framework for the digitisation of specific archival collections already in the possession of the NWU Archives. These records are in paper format and must be digitised into a sustainable and usable format in the electronic environment.

### 5 SCOPE

The scope of this document covers the digitisation of the records as contemplated in the SOP and updated from time to time. It covers the responsibilities and procedure(s) to be followed, the essential elements to be included as well as templates to be used for these procedures and processes where applicable.

This SOP applies to all original and official records of the NWU.

## 6 ABBREVIATIONS AND/OR DEFINITIONS

Abbreviation/definition	Description
SOP	Standard Operating Procedure
RAM	Records, Archives and Museums division
CIGS	Corporate and Information Governance Services
NWU	North-West University
POPIA	The Protection of Personal Information Act, 3 of 2013
CID	Corporate Identity Manual

## 7 RESPONSIBILITIES

- It is the responsibility of all **NWU staff members** and student leadership to ensure compliance with the NWU Records Management Policy, File plan and disposal schedule and any other rules, guidelines, SOPs that will be published and updated from time to time.
- It is the responsibility of the RAM staff members to ensure that all the relevant records must be digitised as contemplated in this SOP.
- All **NWU staff members** must ensure that they are conversant with the approved NWU File plan and disposal schedule
- Records not digitised as contemplated in this SOP will not be regarded as official records of the NWU as the integrity and authenticity of these records may be questionable.

## 8 PROCEDURE/S AND SUB-PROCEDURES

### 8.1 Planning of a digitisation project

When planning a digitisation project the undermentioned must be documented and submitted to the digitisation database before any records/items can be digitised (a standard template for the planning of a digitisation project will be made available to all relevant staff members). This will be completed for each individual project embarked upon.

- Identify the records/group of records that will be digitised;
- Document the process for digitisation;
- Document the software and/or electronic storage that will be used for the digitisation project;
- Document the format of the records that will be digitised;
- Document all types/formats that these records will be digitised into;
- Document the NWU file plan number and disposal instruction for the records;
- Document who must have access to the records on the indicated electronic storage spaces/ in the software used to store the records;
- Document keywords that will be used to search for the records, as well as all other relevant metadata used for the records;
- Document the naming conventions for the records after digitisation;
- Document if the digitised records must be published to any websites of the NWU.

### 8.2 Digitising the records

Records for a specific project will be digitised as contemplated in the planning document referred to in paragraph 8.1 with minimum standards set as follows:

- Records to be digitised into TIFF format as archival copy;
- Records to be digitised as PDF format for working copies;
- Minimum DPI for digitisation as follows:
  - Records with only wording (no pictures/photos) – 600DPI
  - Records that include pictures/photos/high resolution – minimum 600 DPI.
- All records must be made fully text searchable.

### 8.3 Checks and balances

After digitising the records, another staff member from the RAM department must be requested to ensure that the records are digitised correctly as determined in the SOP and relevant planning documents.

### 8.4 Actions and finalisation

Continuous progress reports as well as a final report for each digitisation project must be submitted to the RAM department.

## 9 POPIA COMPLIANCE

POPIA Compliance will be included in each project planning document.

## 10 REFERENCE DOCUMENTS

Planning of digitisation project (will be made available on request)

## 11 ADDENDA

No	Document name

File reference: 2.2.4\_2.11.6