



Digitisation Checklist

| Compliance | Yes/No |
|---|--------|
| Is digitisation a good fit with the organisational mission and business requirements? | |
| Is management supportive of digitisation? | |
| Have all the risks been identified? | |
| Are processes in place to mitigate risks? | |
| Are staff responsible for scanning identified? | |
| Is training and support provided to all staff undertaking digitisation? | |
| Are comprehensive procedures for digitisation / conversion / migration in place? | |
| Are there QA processes in place to ensure the reproduction is complete? | |
| Are the reproduced records covered by a RDA, GRDA or SDA? | |
| Are policies and procedures in place to ensure staff are aware of exceptions? | |
| Are procedures in place to ensure digital information is secure, including back-ups with any offsite data / cloud service? | |
| Will the reproductions be registered in an EDRMS or appropriate business information system at the time of digitisation? | |
| Can the organisation prove from the processes in place that the records digitised are authentic true versions of the original? | |
| Will the records be accessible for the full retention period as per the relevant Disposal Authority? | |
| Has the organisation made it clear that the digital / converted / migrated record is now the official record? | |
| Are all processes approved by the organisation's CEO (or authorised delegate) and included in the organisation's Record Keeping Plan? | |