

Topic: Digitization (Scanning) of Records

[Wis. Admin. Code ch. Adm 12](#): Electronic Records Management – Standards and Requirements establishes the standards for state government agencies to manage, preserve, and dispose of electronic records. State government agencies are not required to store records electronically, but as with paper records, digital records must be covered by a General Records Schedule (GRS) or an approved Record Retention Disposition Authorization (RDA). If you are not sure if the digital version record is covered by an RDA, contact your Records Officer.

The State Records Center (SRC) and Digital Records

- State agencies must have an approved RDA for records they wish to store at the SRC. A current RDA (less than 10 years old) for the agencies records must be approved by the Public Records Board.
- Records should be purged or transferred according to their RDA. Agency's digital purge or transfer could correspond with the SRC's annual and mid-year disposition cycles.
- Records Officers can access information on digital records at the Records Management SharePoint site; **Records Officer Community**.

The Wisconsin Historical Society's Digitization Project Guidance

The Wisconsin Historical Society has written The Digitization Project Guidance. The guide is a comprehensive look at all aspects of scanning records to a digital format. It explains the decision-making process prior to scanning, managing your digitization project, and storing the digitized records. Included in the guide is a **Digital Project Worksheet** to help document records scanning projects.

The Digitization Project Guidance for State Agencies is available at:

- <https://www.wisconsinhistory.org/Records/Article/CS15428>

If you have further questions or need guidance call or email the SRC at (608) 266-2995, DOADEORecordsCenter@wisconsin.gov.