University of Huddersfield Repository

Wickham, M. Sarah

Scanning and archiving

Original Citation


This version is available at http://eprints.hud.ac.uk/9455/

The University Repository is a digital collection of the research output of the University, available on Open Access. Copyright and Moral Rights for the items on this site are retained by the individual author and/or other copyright owners. Users may access full items free of charge; copies of full text items generally can be reproduced, displayed or performed and given to third parties in any format or medium for personal research or study, educational or not-for-profit purposes without prior permission or charge, provided:

- The authors, title and full bibliographic details is credited in any copy;
- A hyperlink and/or URL is included for the original metadata page; and
- The content is not changed in any way.

For more information, including our policy and submission procedure, please contact the Repository Team at: E.mailbox@hud.ac.uk.

http://eprints.hud.ac.uk/
RMS North group: Scanning & Archiving
9th July 2009

M Sarah Wickham
University Records Manager
Scanning to manage records

• EDRMS and records management at Huddersfield – the background
• The current scanning project
  – Admissions and Records Office
  – Roll out the scanner (we’ll have a barrel of fun)
• Lessons learned
Huddersfield, EDRMS and records management

- 7 schools, 3 campuses, 12-13 support services
- 22,000+ students, 2,200(ish) staff
- “Document management project” begun early 2004; Wisdom EDRMS in use since autumn 2006
- Records manager/information governance officer appointed late 2007
What is the student record?

- SITS: core details sufficient for the provision of an official transcript for students (from 1992 onwards)

- Admissions & Records office
- Academic School: Admissions tutor
- Academic School: School Office
- Academic School: Skills Tutor
- Academic School: Module leader(s)
- Student Services: Disability Support
- Student Services: Counselling
- Student Services: Careers
- Student Services: Registration: disciplines
- Registry: disciplines
- Occupational Health
- Student Finance Office: ALF
- Student Finance Office: income
- Registry: appeals
- International Office
The student fileplan:

- [ADMIN] Student-Template
  - [01] Student-Admin
    - [01] Application-and-Enrolment
    - [02] Module-Choices
    - [03] Research-Degrees
    - [04] Attendance
    - [05] Placement-and-Field-Trips
    - [06] Personal-Circumstances
  - [02] Student-Finance
    - [01] Student-Expenses
    - [02] Access-to-Learning-Fund
    - [03] Payments
    - [04] Bridging-Loans
    - [05] LEA- Contribution-Forms
    - [06] School-Finance-Issues
  - [03] Student-Services
    - [01] Student-Support
    - [02] Disability- Office-General-Correspondence
    - [03] Student-BOE-Disciplinaries- Appeals- Complaints
    - [04] Exit-References
  - [04] Occupational-Health
    - [01] COSHH-40
    - [02] Health-10

---

Inspiring tomorrow’s professionals
Admissions & Records Office (ARO)

Inspiring tomorrow’s professionals
The scanning process

University of Huddersfield Registration Form 05/06 Academic Year

Student Number: 0577051

Course Code: H5270
Route Code: M277
Course Year: FIRST
Mode of study: PITT

Please check the information printed on the registration form. If information is incorrect or blank, please write the correct information in the appropriately numbered box in the last column.

01 Surname Family name: [Redacted]
02 First names: [Redacted]
03 Previous surname: [Redacted]
04 Title: mes

Enrolment Form 0577051

Inspiring tomorrow's professionals
What’s next?

• June/July 2009: infrastructure (server and local scan stations)
• July 2009: generic document import routines for student documents
• July/August 2009: the summer catch-up/stripping week
• Thereafter: new document types & import routines

Inspiring tomorrow’s professionals
Lessons learned

- Project management: clarity of purpose and brief, timescale/momentum
- Explicit decision about being pragmatic/fit for purpose
- Risk-based approach depending on content
- Wider information needs in future
- Check image breaks in licences!
- Don’t forget to allow for handling, scanner daily rates and metadata creation
- Take digital preservation needs into account
www.hud.ac.uk/cls/recordsmanagement

✉️ s.wickham@hud.ac.uk

Inspiring tomorrow’s professionals