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Scanning and archiving

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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

Inspiring tomorrow’s professionals
What is the student record?

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

Inspiring tomorrow’s professionals
The scanning process

University of Huddersfield Registration Form 05/06 Academic Year

Student Number: 0577051

Mode of study: P/IT

Course Code: H5270
Route Code: H277
Course Year: First

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: [Handwritten]
02 First names: [Handwritten]
03 Previous surname: [Handwritten]
04 Title: mes

Reference: 001041106
Part: 0
Enclosure: 1
Title: Enrolment Form 0577051
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
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

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