

Myron J. Dosch, CPA
Controller
Phone: (907) 450-8079
Fax: (907) 450-8071
mjdosch@alaska.edu



209 D Butrovich Building
910 Yukon Drive
PO Box 756540
Fairbanks, AK 99775-6540

UNIVERSITY
of ALASKA
Many Traditions One Alaska

DATE: July 6, 2016
TO: Records Liaison Officers
FROM: Myron Dosch, Controller and Interim Chief Financial Officer
RE: Records Scanning and Retention Requirements, P05.08.022

A handwritten signature in black ink that reads "Myron J. Dosch".

Please be aware of the following requirements and standards and ensure they are being followed in your organization.

Retention period after scanning: One year retention period of original records after scanned into OnBase. FAR 4.703(c) requires retaining records for a minimum of one year after imaging to permit periodic validation.

Integrity of records (validation and legibility): In order to establish and maintain the integrity of records, the following quality control measurements must be followed.

To ensure the accuracy and completeness of records, a process of inspection shall be in place to confirm that imaged documents are legible and that no corners of the original documents were folded or obscured during scanning. This process shall include systematic quality control and audit procedures, as well as operational oversight by staff with detailed knowledge of the process or system used to produce the records.

Resolution and use of gray scale shall be appropriate to capture all needed detail within documents. Similarly, scanned images shall capture all colors that are needed to interpret or understand the meaning of the paper document. The accuracy of the indexing process shall also be assured through procedures that visually verify indexes after they have been keyed. Staff employing imaging systems shall receive formal training in system use to ensure that standard procedures are strictly followed (Contact OnBase Admins for training).

1. Each scanned record is visually inspected to ensure that the image is complete, clear and usable. If necessary, scanned records should be compared to the original paper document to ensure accuracy.
2. The number of original paper documents must be compared to the number of scanned records to ensure that every document was scanned.

Records Scanning and Retention

July 6, 2016

Page 2

3. Scanners must be set at a minimum of 300 dpi (dots per inch)

4. Scanned records must be saved as TIFF or PDF files. Preferred format is TIFF.

Your help is greatly appreciated. If you have any questions, please contact Shiva Hullavarad at sshullavarad@alaska.edu or 450-8074.