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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



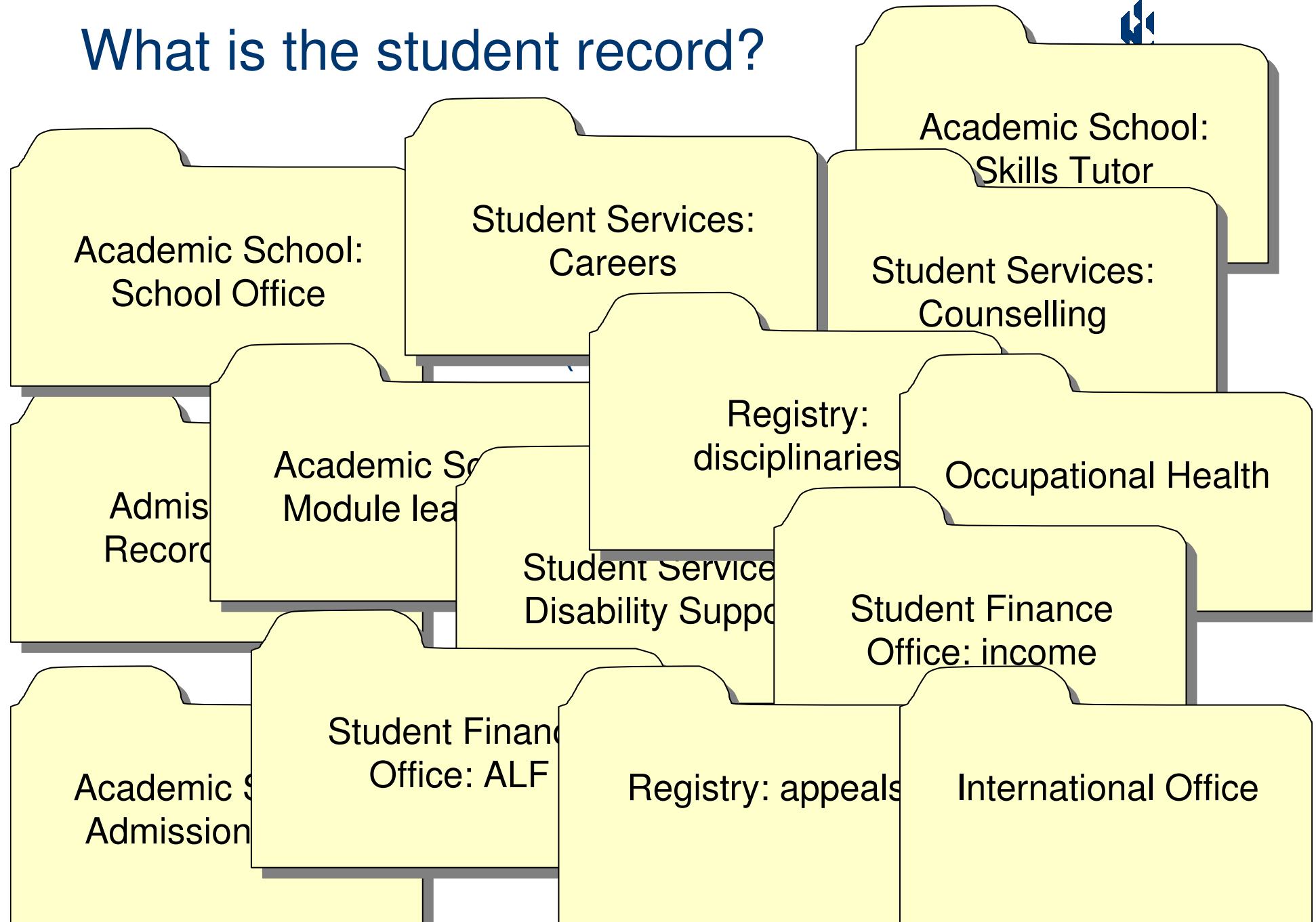
- EDRMS and records management at Huddersfield – the background
- The current scanning project
 - Admissions and Records Office
 - Roll out the scanner (we'll have a barrel of fun)
- Lessons learned

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

What is the student record?



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

Home Folder Search Wisdom Settings Reports

Students > Students > _all > [0577051] > Student-Admin > Application-ar

[0577051] > [01] Student-Admin

General Security Related Items Custom Items

University of Huddersfield Registration Form 05/06 Academic Year Student Number: 0577051

Course Code: HS270 (HS270)
Route Code: H277
Course Year: First Mode of study P/T

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

Documents

Actions View

Ref	Part	Enclosure	Title
001041106	0	1	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

www.hud.ac.uk/cls/recordsmanagement

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