

College of Medicine Scanning Application

Requested by:

Record Name:

COM Records Management Use ONLY

Record Series Code(s):

Project Start Date:

Section I

1. What is the reason you would like to start scanning documents?
2. Please describe your current business process in terms of how documents are routed through your unit.
3. Do you want to scan a specific type of document to help workflow, or are your goals to scan all of your documents for storage and retrieval purposes?
4. How often do you access the documents you want to scan within a calendar year?
5. What are the retention requirements for the documents being considered?

6. Would there be any reasons why it's necessary to keep the physical records for the entire retention lifecycle of the documents?

7. Approximately how many documents do you envision being a part of the proposed scanning project?

8. Of these documents, how many new documents do you receive on a daily basis?

9. Are any of these documents currently available electronically (online), or will be in the near future?

10. Do any of these documents contain staples?

11. Do you have documents that need to be scanned in color?

12. Are any of the documents that will be a part of this project larger than 8 ½ x 11?

13. Do you plan to store slides?

14. Do you plan to store picture files (JPG)?

15. In what order do you want these documents scanned (i.e. from current to historic or vice versa)? We recommend a 'point forward' approach to most new scanning projects, where a clear point in time is chosen for the transition to an electronic environment.

16. DocuWare can communicate with most database systems on a scheduled basis and auto import information into specified fields reducing manual indexing time. What systems, if any, do you currently work with where information might be extracted from?

17. How is your current filing system organized? This information will be utilized to help build a classification scheme and design your DocuWare file cabinet to ensure proper storage and retrieval of your files in DocuWare.

18. The preparation of documents is a key piece to any scanning project. With the limited amount of resources COM-IT Records Management has available to dedicate to this task, it will be required that a member of your staff assist with this portion of the project. Nobody knows your documents like you do so it's important that time be dedicated to this task on a daily basis to ensure we keep momentum. COM-IT RM will provide to you barcode creation software that will serve as a document separation tool and will provide you training on how to generate barcodes for the preparation process. Will you be able to dedicate at least 1-2 hours per day to document preparation?

19. If we determine that DocuWare will help your business process, who will be available from your unit to assist us with questions and guidance on this project?

20. How much time will this individual be available on a daily basis for this project?

21. Will this person also be your unit's liaison for DocuWare and records related questions?

22. Do you have any deadlines or projected dates you are trying to have these documents scanned by?

Section II

In setting up your Indexing Template, isolating **key identifiers** will allow you to search for documents in a variety of ways. It's important to consider all index field possibilities and narrow down your possibilities keeping only the most important. A good rule of thumb is the least amount of indexing fields you have, the better.

Before determining your index fields for your Indexing Template, think about how future generations of employees will search for information related to your business. Are these fields going to seem foreign to them?

You'll want to make sure that the chosen indexing fields and metadata entered in these fields will be user friendly and consistent with department terminology. This will allow your storage and search methods to remain reliable and strong.

1. What are some key identifiers that all of your documents have in common, or, how do you currently search for these documents? (i.e. employee ID, student ID, student name)

2. With your key identifiers in mind, what are some other search criteria you would want to use to search for and retrieve documents?

3. If your documents contain sensitive material, you may want to determine who will or will not have access to them in DocuWare. File cabinet access and delete privileges can be set and changed at the Admin level at your discretion with COM-IT. With this information in mind who would be accessing documents via DocuWare within your unit?

4. Will any other units within the College of Medicine need access to this information?

*If you have answered all the questions above and determined that DocuWare will be beneficial to your business process, please save and return this form as an email attachment to Mike Jean at mjean@medadmin.arizona.edu.

Once this application has been reviewed, I will contact you to set up a time we can meet and assess the scope of this project. This will also be a time to ask questions and address concerns.