

## Determining requirements for digitisation programs and the disposal of source records

### Questions and Answers

1. Are you able to send the link to the resource re: technical specifications please?

A: Here's the link to our guidance:

<https://www.records.nsw.gov.au/www.records.nsw.gov.au/recordkeeping/advice/digitisation-specifications-for-paper-records-in-public-offices>

2. If we request to borrow a record in the State Archive, do we need to pay for the digitisation?

A: Yes as all archive retrievals will be scanned on demand and delivered digitally through the GRRWeb. The images will be available for two weeks. If your agency is not an existing GRRWeb user or if you want to find more information about this process and retrieval costs, please contact [retrievearch@records.nsw.gov.au](mailto:retrievearch@records.nsw.gov.au).

3. We have a secondary system (Authority) which creates files into our Records Management System (CM) but cannot have leading zeros in the File number. Is this acceptable?[Narelle Heness] [ [Q: 10:36 AM]

A: Yes, this is acceptable. Please note that the information presented in the webinar about file naming conventions is a guideline and agencies have the responsibility to decide how to best fulfil their business needs.

4. If records created in 1980 are in good conditions can we digitise and destroy?

A: Destruction is permitted for physical records created in or prior to 1980 as long as they are not required as State archives. If they are created prior to 1980 and are required as State archives, please contact [govrec@records.nsw.gov.au](mailto:govrec@records.nsw.gov.au) for further information.

5. I've read that sampling is OK. Can you comment more on this, please?

A: Yes, sampling is one of those quality assurance techniques to control quality used especially for big digitisation projects where checking each scanned image will be costly and resource intensive.

However, for day-to-day or BAU scanning activities, e.g. scanning incoming correspondence, we'd recommend immediately checking the quality of the images prior to disposing of the physical copy.

6. What is the timeline for digital retrieval of records transferred as State Archives

A: Straightforward jobs are uploaded on the GRRWeb within three working days. If the file requires conservation treatment before it can be scanned, this can add a day or so. We will notify the client if it will be more than a couple of days extra.

7. Is there a recommended approach to back capturing digital images of physical files (e.g. each document is scanned, or all documents scanned as one set, or somewhere in between)?

A: No, there isn't a recommended approach. It will be dependent on the needs of the agency, specifically how the records will be accessed and used by the staff later on.

8. Does the RSA [Required as State archives] class still automatically apply to pre-1920 Council records?

A: Yes. The pre-1920 clause is based on the assumption that there weren't many Council records that are around. Please contact us at [govrec@records.nsw.gov.au](mailto:govrec@records.nsw.gov.au) for more information.

9. We have migrated data from one EDRMS into a new one, and will shortly migrate another old EDRMS into the same new one. There is also a chance we will shortly migrate everything to yet another new EDRMS. Can you please expand on how exclusion 7 would apply in this instance?

A: As per GA45, the migrated data from your several EDRMS solutions is excluded. If you wish to dispose of the records that have been migrated, please use the [\*General retention and disposal authority: source records that have been migrated \(GA48\)\*](#). Please check our guidance: [Migrating records: managing source records after migration | NSW State Archives](#) for more information.

10. There is a checklist for GA45 which is quite useful

A: Here's the link to the checklist: [Checklist: GA45 | NSW State Archives](#)