



## Records Management Services Document Imaging Procedures

---

**Title:** Document Imaging, Preparation of Documents for  
**Authority:** Records Management Services  
**Date:** December 9, 1999

### Introduction

Documents are carefully examined for legibility, completeness, quality, and retention requirements. If the documents are not properly prepared and not adequate for imaging, the record owner will be contacted and informed of the problem. If the problem is minor and can be corrected without difficulty, the scan operator will make the correction. If the problem is major or a continuous problem, documents will be returned.

### Minimum Requirements

The Record Owner should ensure that all documents sent to the Scan Operator are conducive to scanning:

- Documents should be complete, including SSN, names, necessary signatures, etc.
- Documents should be legible.
- Document should not be completed using pencil, light blue ink, or red ink.
- Refrain from using highlighter markers.
- Avoid printing documents on salmon or green color paper. Acceptable colors include pink, blue, orchid, and yellow.
- If fax copies of documents are accepted, ensure it is complete and legible (all pages were received as indicated by cover sheet, etc.).

### Procedures

1. Verify that all documents have the employee's social security number clearly printed.
2. Verify all documents are complete including names, necessary signatures, etc.
3. Remove all objects that might prevent or damage the documents or scanning equipment:
  - a. Staples,
  - b. Paper clips
  - c. Folds
  - d. Post-It notes
4. Remove all unnecessary documentation (documents not specified by the Approved List of documents).
5. Repair torn documents by placing adhesive tape to the back of the torn area. The repaired document must be smooth and no part of the adhesive side of the tape exposed. It may be necessary to make a photocopy of a document if it cannot be repaired with tape.
6. The approved list and order of documents to be included in an employee payroll file includes the following documents.