



DOCUMENT SCANNING: ADDITIONAL INFORMATION

This form should be completed and submitted with the SF-1.

Instructions: Complete this document to assist GPO in writing accurate specifications. For assistance with this document, contact Quality Control for Published Products at QCPP@gpo.gov or **202.512.0542**.

AGENCY/DEPARTMENT _____ DATE _____

AGENCY REQUISITION NO. _____ NAME OF PERSON COMPLETING THIS FORM _____

JOB TITLE _____

EMAIL _____ PHONE _____

AGENCY SCANNING TECHNICAL CONTACT _____

EMAIL _____ PHONE _____

According to NARA: Records with historical value, identified as “permanent,” are transferred to the National Archives of the United States at the end of their retention period. All other records are identified as “temporary” and are eventually destroyed in accordance with the NARA Records Schedule or the General Records Schedule.

Section 1: Temporary Records

Temporary files will typically be scanned at a lower resolution, cost less, quicker turn around, **will not be sent to NARA**. Not intended for printing, screen view only. For agency storage only.

- 2-Sided GBC bound
- Blueprints
- Bound books
- Checks
- Envelopes
- Faxes
- Fold-ins
- Other _____
- Forms (8.5 x 11")
- Half pages
- Maps
- Mimeograph
- Newspapers
- Non-standard sizes (not 8.5 x 11" or 8.5 x 14")
- Oversized documents (any document over 11 x 17")
- Photos
- Pin-fed computer forms
- Non pin-fed computer forms
- Receipts
- Sticky notes
- Bound in folders
- Folded products
- Paper clipped
- Sticky notes affixed
- Stapled

What quality of scan is needed?

Note: Output will match original size. Increasing size upon output will decrease the resolution.

All products will be scanned the same, regardless of category.

- Low Resolution 150 ppi, 8 bit (viewing on screen or desktop printer only)
- Medium Resolution 250 ppi, 8 bit (print on most digital printers)
- High Resolution 300 ppi, 16 bit (print offset)
- High Resolution Document Recreation — This is the highest quality document scanning available. For offset printing of text and photographs in black and color. Text is scanned separately from the images at 1200 ppi; the charts and images are scanned at 300 ppi and de-screened. The two files are then placed in a layout program to recreate the printed product. This product can be reused to create the lower star levels when complete.

Section 2: FADGI Standard Scanning

These files will typically cost more, have a slightly longer turnaround time.

1 and 2 Star: These files **cannot** be sent to NARA. For agency storage only. To be used when a variety of products need to be scanned at different resolutions in accordance with FADGI.

3 and 4 Star: These files **can** be sent to NARA files and will typically be scanned at a higher resolution, and your agency Records Management Liaison should be involved in this project. This includes permanent records. Permanent records are **Federal records** that have been determined by NARA to have sufficient value to warrant their preservation in the National Archives even while they remain in agency custody.

All scanning must be in accordance with the Federal Agencies Digitization Guidelines Initiative (FADGI): FADGI May 2023 Technical Guidelines for Digitizing Cultural Heritage Materials. (https://www.digitizationguidelines.gov/guidelines/FADGITechnicalGuidelinesforDigitizingCulturalHeritageMaterials_ThirdEdition_05092023.pdf)

Based on the product being scanned, refer to Chapter 3 of the FADGI Guidelines: Evaluation Criteria Values for Specific Material Types for the most applicable category. For all categories that apply, enter percentage of materials.

Total must be 100%.

____ % 3.1 Bound Volumes: Rare and Special Materials

____ % 3.2 Bound Volumes: General Collections

____ % 3.3 Documents (Unbound): Manuscripts and Other Rare and Special Materials

____ % 3.4 Documents (Unbound): General Collections (*most common category for GPO contracts*)

____ % 3.5 Documents (Unbound): Modern Textual Records

____ % 3.6 Oversize Items: Maps, Posters, and Other Materials

____ % 3.7 Newspapers

____ % 3.8 Prints and Photographs

____ % 3.9 Photographic Transparencies: 35mm up to 4"x5"

____ % 3.10 Photographic Transparencies 4" x 5" and Larger

____ % 3.11 Photographic Negatives: 35mm up to 4"x5"

____ % 3.12 Photographic Negatives 4" x 5" and Larger

____ % 3.13 Paintings and Other Two-Dimensional Art (Other Than Prints)

____ % 3.14 X-Ray Film (Radiographs)

____ % 3.15 Printed Matter, Manuscripts, and Other Documents on Microfilm

____ % **Total**

What quality of scan is needed?

- 1 Star — Web only viewing, basic low-resolution scan for information only. To be used when a variety of products need to be scanned at different resolutions in accordance with FADGI. (One star imaging should only be considered informational, in that images are not of a sufficient quality to be useful for OCR or other information processing techniques. One star imaging is appropriate for applications where the intent is to provide a reference to locate the original, or the intent is textual only with no repurposing of the content.)
 - **This does NOT meet NARA requirements.**
- 2 Star — Web viewing and basic desktop printing. To be used when a variety of products need to be scanned at different resolutions in accordance with FADGI. (2 star imaging is appropriate where there is no reasonable expectation of having the capability of achieving three or four star performance. These images will have informational value only and may not be suitable for OCR.)
 - **This does NOT meet NARA requirements.**
- 3 Star — Web viewing, some digital printing, and optical character recognition (OCR) capable. (Three star imaging defines a very good professional image capable of serving for almost all uses.)
 - **This fulfills NARA's minimum requirements.**
- 4 Star — Web viewing, digital printing, OCR capable, and offset printing of text and graphics. (As defined by FADGI: Four star defines high-quality imaging currently available. Images created to a four star level represent the state of the art in image capture and are suitable for almost any use.)
 - **This exceeds NARA's requirements** and should be reserved for the highest quality and will be a higher cost.

Section 3: General Information

Includes agency publications of public interest or educational value produced with Federal funds that may be in scope of the Federal Depository Library Program (14 U.S.C. 1901-1916). Yes No

Can the item(s) be disassembled before scanning? Yes No

Does the item(s) need to be reassembled after scanning? Yes No

Can the books be cut apart to scan? Yes No If Yes, does it need to be rebound? Yes No

Note: Some books may not be able to be rebound in the same binding style as furnished.

Number of pages to be scanned _____

Note: As a general guideline, each full file cabinet drawer and bankers box may contain approximately 2,500-3,000 pages. A page is defined as 1 side of a sheet of paper.

Size(s) of pages _____

What is the content? Check all that apply.

- | | | | | |
|---------------------------------------|-----------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Single-sided | <input type="checkbox"/> Carbon copies | <input type="checkbox"/> Grayscale | <input type="checkbox"/> Line-work | <input type="checkbox"/> Typewritten |
| <input type="checkbox"/> Double-sided | <input type="checkbox"/> Color | <input type="checkbox"/> Handwritten | <input type="checkbox"/> Photocopies | |
| <input type="checkbox"/> Black only | <input type="checkbox"/> Embossed image | <input type="checkbox"/> Laser print | <input type="checkbox"/> Text | |

What type of paper? Check all that apply.

- | | | | |
|----------------------------------------|------------------------------------------|----------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Carbon copy | <input type="checkbox"/> Carbonless copy | <input type="checkbox"/> Colored paper | <input type="checkbox"/> Plain white paper |
| <input type="checkbox"/> Tracing paper | <input type="checkbox"/> Onion skin | <input type="checkbox"/> Thermal paper | |
| <input type="checkbox"/> Other _____ | | | |

What is the condition of the paper? Check all that apply.

Edges frayed Fragile Good quality originals Poor quality originals Yellowed

Other _____

Handwork Intervention

There are 5 categories of handwork intervention. Based on the descriptions of each, specify the approximate percentage of pages in the category. Note that with each level of intervention, the cost of scanning will increase accordingly, with glass work being the most expensive. **Total must be 100%.**

____ % **No Intervention:** Furnished source materials are ready to be inserted into an automatic document scanner, requiring no deconstruction. For example: loose leaf documents that are all one standard size (8-1/2 x 11", 8-1/2 x 14", or 11 x 17").

____ % **Light Intervention:** Furnished source materials require slight deconstruction before being inserted into an automatic document scanner. For example: all one standard size documents that are rolled, stapled, or paper clipped.

____ % **Medium Intervention:** Furnished source materials require moderate deconstruction before being inserted into an automatic document scanner and consist of light intervention. For example: documents of various standard sizes and may include folder tabs and/or tab dividers or sticky notes to be removed and replaced.

____ % **Heavy Intervention:** Furnished source materials require difficult deconstruction before being inserted into an automatic document scanner and consist of light and/or medium intervention. For example: documents of various standard sizes and may include folded, torn, or stuck-together pages.

____ % **Glass Work:** Furnished source materials that can only be scanned manually on the scanner glass and may include but not limited to, receipts, half-pages, envelopes, onion skin or thermal facsimile paper, odd-size originals, checks, permanently bound books, two-sided spiral bound, computer forms that cannot automatically feed, and extremely poor quality originals that require extensive handling and analysis on a page-by-page basis.

____ % **Total**

Location of Documents

How are the documents stored? For example: Are there file cabinets or storage boxes? How many storage units?

Where are the documents located?

Can the documents be removed from the facility or is the scanning to be performed on site?

If they can be removed, what security procedures need to be implemented for the shipment and during production?

Will the documents need to be available for review by the agency during production? Yes No

If yes, is there a mileage restriction needed for customer agency access? _____

Can a courier/trucking company be used for pick-up and delivery or does the contractor need to use their own vehicles and employees?

What security and/or bonding of the drivers is required, if any?

If the documents are required to be scanned on site, what are the security requirements for the building housing the documents?

What are the hours of access to the documents on site? _____

Will the contractor have access to Wi-Fi on-site? Yes No

Will the contractor have wired network access on-site? Yes No

Will office space and furniture be provided? Yes No

If yes, what is the size of the work area? _____

Security and Classification of Documents

Do the documents contain Personally Identifiable Information (PII)? Yes No

If yes, please attach the agency's specific requirements/policy for securing/handling this information?

Do the documents contain classified information? Yes No

If yes, what is the classification level (Top Secret, Secret, Classified, etc) and please attach the agency's specific requirements/ policy for securing/handling this information?

Digital Intervention

Image clean-up Yes No

If yes, provide the following:

Deskewed (images straightened) Yes No

Despeckle (remove spots/dirt) Yes No

Image cropping (excess border removed) Yes No

Redaction (e.g., removal of PII) Yes No

Additional image clean-up requirements:

Section 508

Are there Section 508 accessibility requirements? Yes No

If yes, please include the Section 508 requirements for this specific conversion project as a separate attachment.



Expected Contractor Deliverable

What is the file naming convention to be used? _____

What file type is required as a completed deliverable?

Single page PDF Multiple page PDF Single page TIF Single page JPG

Can the file be compressed to reduce the file size? Yes No

If yes, what type? LZW JPEG 2000 Other _____

Note: Lossless compression such as LZW and JPEG 2000 (wavelet) are approved for all uses and do not affect data quality. While significant file size benefits can result from the appropriate use of file compression, some compression techniques can negatively affect file quality. Lossy compression may be appropriate for specific uses but will adversely affect the data/quality of the scanned images. Any compression techniques using patented or proprietary programs should be avoided due to long term sustainability concerns.

What color mode is required? Grayscale Black (Bitmap) RGB CMYK

What type of file optimization is needed? Web High-Resolution Printing
 Read only Low-Resolution Printing

Are printouts/blowbacks of scanned files required? Yes No

If yes, answer the following: Binding _____ DPI _____ Paper stock _____ Trim Size _____

How many copies? _____ Color, black, or grayscale? _____

What type of storage media is required? (DVD, CD, hard drives, thumb drives, etc.)

Is Bates Numbering required? Yes No

If yes, numbering format required:

Optical Character Recognition (OCR)

Will the scanned documents need to be text-searchable? Yes No

If yes, please attach additional OCR requirements.

What is the OCR target format of the PDF? (PDF Image Only, PDF Image + text, PDF Normal, MS Word, etc.)

Metadata Requirements

Are there metadata requirements? Yes No

If yes, answer the questions below:

List the fields required, field length, and the format of the fields:

What is the agency's requirement for the storage of metadata?

Attach any additional information needed.