Checklist for Scanning Contracts

- File formats
- Plan for converting files to a new format
- File naming practices
- Access rights/security mechanisms
- Backups (specify frequency and location)
- Mechanism for destructions
- Audits (data should be audited at least annually to test accessibility and assess need for refresh or migration)
- Frequency of refreshing of media (should be at least every 3-5 years)
- Frequency of checksum validation (should be at least at every migration)
- Environmental conditions where media is stored (humidity 30-50%, temperature 65-75°F)
- Training program
- Disaster recovery procedures
- System documentation/procedural manual – a copy should be provided to the agency that specifies what hardware and software are provided by the vendor
- System for indexing records
- Quality control procedures
- Mechanism for document production due to litigation, audit, or public records request
- Mechanism for avoiding spoliation of evidence
- Costs for:
  - Uploading records
  - Downloading records
  - Migrating records
  - Service termination
  - Proprietary software necessary to access records (if applicable)
- Performance/availability (e.g., planned and unplanned downtime)
- Ownership of data
- Procedure for exporting records (including images as well as metadata) at end of contract period and/or when vendor ceases operation

DIVISION OF ARCHIVES AND RECORDS — GOVERNMENT RECORDS SECTION
http://archives.ncdcr.gov

MAILING ADDRESS:	Telephone (919) 814-6900	LOCATION:
4615 Mail Service Center	Facsimile (919) 715-3627	215 N. Blount Street
Raleigh, N.C. 27699-4615	State Courier 51-81-20	Raleigh, N.C. 27601-2823