

Digital Imaging

Key Issues to Consider

Now that you are familiar with some of the basic concepts of digital imaging, you can use the questions below to discuss how those concepts relate to your agency. Pay special attention to the questions posed by the legal framework, including the need for public accessibility as appropriate, completeness, trustworthiness, and legal admissibility. Consider the resolution and delivery requirements of your digital images, and choose the file formats and digital storage media that will best fit your needs

The goal is to determine the best option for your agency that meets your legal and operational needs, not merely to automatically upgrade technology. If you cannot justify the costs of digital imaging, keeping your records in their original form may be the best option.

Discussion Questions

- What are our goals for digital imaging?
- How is our agency affected by the legal requirements?
- What is the desired end product? A document management system? A searchable online collection?
- What type of materials will be digitized? Textual documents? Photographs? Maps?
- What is the required quality of the digital images? High or low resolution? Black and white or color?
- What file formats and digital storage media will best fit our needs?
- What are some strategies for implementing our digital imaging project?
- Can we justify the costs of digital imaging?