

APPENDIX E: Digitization Plan

Department/School: _____

Project Summary	
Description of records to be digitized:	
File format (e.g. PDF):	
Storage location for digitized records:	
Volume of physical records to be digitized:	
Business reason for digitization:	
Will this be routine/ongoing digitization or is this a backfile conversion project?	
Digitization Details (to be completed in consultation with the Privacy and Information Management Officer)	
Metadata elements:	
Access/Privacy concerns:	
Do the records contain personal information?	Yes ___ No ___
If yes, what types of personal information do the records contain? (e.g. names, birthdates, OENs, etc.)	
Is outsourcing being considered for the digitization project?	Yes ___ No ___
If yes, what is the reasoning for outsourcing? (e.g. volume, resources)	

Approval

Digitization Plans must be approved by department Senior Manager/School Administrator and Associate Director/Superintendent before proceeding. Any associated costs must be approved through the appropriate Budget and Purchasing approval process.

Approved by: _____