

5 January 1999



Information Management

DOCUMENT IMAGING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFRC WWW site at <http://www.afrc.af.mil>. and the AFRCEPL (CD-ROM), published monthly.

OPR: 911 SCB (Robert Simonette)

Certified by: 911 AW/CC (Col F. Baxter Lane)

Pages: 8

Distribution: F

This instruction implements AFRD 37-1, *Air Force Information Management*. It establishes the document imaging system and defines responsibilities, describes procedures and shows limitations and constraints which apply to the system's trustworthiness and credibility as a valid method for maintaining, servicing, preserving and disposing of official records which document the business of the Air Force.

1. Authority. This document imaging system, Canofile 510, AFRC #2235, was approved by the HQ AFRC Chief, Records Management Division, Directorate of Information Management, Records Management Policy Branch, per system number assigned on 18 September 1995.

2. Description of the System. This system was initiated for the storage of inactive records in an economical and efficient manner. This staging area retains and disposes of records with a retention period of 8 years or less. It should also improve record retrievability and time required for such retrieval when requested by the office of primary responsibility (OPR). This system will protect records to the fullest extent possible, whereas 50 disks could be removed in an emergency far more easily and faster than hundreds of boxes.

3. Responsibilities. The responsibility of this system scanning and retrieval of the records, and the base staging area is the responsibility of the base record manager (RM). Man-hours expended in the staging area are restricted to a minimum required to receive, scan, retrieve, and effect the disposal of records.

4. Records Receipt:

4.1. Upon contact by the chief of the office of record (COR) or Records Technician, a date to deliver the records to the staging area will be established. A completed SF 135, **Records Transmittal and Receipt**, must accompany records.

4.2. Before the records are delivered, forward a release to scan statement to the COR for completion (**Attachment 1**). The chief of the office is responsible for the records under their purview; this includes identification of appropriate disposition authorities. The COR will be requested to sign a release to scan statement which states they have no knowledge of pen-ink (original) signature requirements which would preclude the records from being scanned. This official knows the reasons for the creation of subject records, whether for litigation support, legislative, or regulatory requirement and is better qualified for the record determination.

5. Procedure:

5.1. Disk Preparation:

5.1.1. The disk will be formatted as EROD (erasable), and internally labeled with Office, Disk Number, and applicable side: i.e., SCB#1-A, or SCB#1-B.

5.1.2. The outside of the disk shall be labeled with disposition authority, grouping codes, and disk number.

5.2. Document Preparation:

5.2.1. Screen the original (paper) source document to determine condition and any possible problems that could occur while scanning. Enter appropriate information into the database; verify file designation numbers and information in the database.

5.2.2. Assemble the documents in chronological or numeric order.

5.2.3. Remove all fasteners.

5.3. Scanning Preparation:

5.3.1. Keyboard index on disk.

5.3.2. As a minimum, records will be identified in the index field with date of document and subject. The standard format for date of record will be as follows: example: Oct 03. This standard format must be followed to allow for wild card search for retrieval and destruction. Identification of the record is paramount in the retrievability process. There is a 32-character constraint of the system. The system itself will add the item number in the index, enter date, revision date, and number of pages. These index sheets will be printed and maintained inside the applicable disk case, whereas when records are destroyed the item entry will be inked through.

5.4. Scanning Procedures:

5.4.1. Each record on a disk will have the same retention period (Example: disk #1, might contain AFM 37-139, T177-25, R6). Therefore, record series will be scanned-in chronologically, with the oldest being first and the most current last.

5.4.2. Scan the SF 135 that the records are listed on. Also, scan along with the SF 135 OPRs and Judge Advocate's (JA) letter indicating the system meets the original signature requirements.

5.4.3. While scanning documents, do a quality check. If the images do not pass the quality check or a document jams in the system, rescan the image (this will destroy the faulty image).

5.4.4. On images of extremely poor quality original source records, indicate, "This is the best copy available from the below standard original".

5.4.5. After scanning is completed, send a letter to the COR ([Attachment 2](#)) to schedule a quality check. The COR will need to view the scanned records prior to a suspense date set up by the records manager (generally within 30 days). After the quality check, the OPR will be asked to sign a statement indicating that the original records may be destroyed ([Attachment 3](#)). Until this release statement is signed, the original records will not be destroyed. Scan this release statement with the SF 135.

5.4.6. All SF Forms 135, using T37-19, R4, group code "T", will be maintained on a separate disk. Annotate on each SF 135 the applicable disk number/side where the records have been scanned. A copy of the COR release form will be scanned in with the applicable SF 135.

5.4.7. Follow security/privacy act procedures for safeguarding the images.

6. Disposition:

6.1. Records that have been scanned will be maintained on the Canofile high capacity erasable magneto optical 5-1/4" disk until eligible for destruction, per AFMAN 37-139. At the time, those records will be deleted, and the disks shall be condensed freeing up additional space. If every record on the disk can be disposed of, the disk shall be reformatted. Records will be stored and retrieved per disposition authority, thus complying with AFI 37-123, *Management of Records*, paragraph 7.10.

6.2. On an annual basis, consolidate or condense images to obtain maximum effectiveness and economy. Reformat unneeded disks and obtain new disks as necessary.

7. Reliability. In order to ensure accuracy, trustworthiness, and reliability of the records:

7.1. This initial conversion process of source records and the subsequent use of the system will be a rule of business and or a part-time or exceptional practice.

7.2. Once source records are entered into the system, records cannot be altered in any way.

7.3. Due to the strict quality control steps while records are being scanned into the system, and the inspections during the life of the records, the output hardware and software will produce an image of the source records which represents the original.

7.4. Semi-annually SCB record management personnel will conduct a disk check to ensure all images are present and legible. Periodic back-ups will also be conducted for each disk, with back-up disks stored at another location. All disks shall be stored in a dust-free container and externally labeled.

7.5. Hardware and software that convert the images will be available until the end of the retention periods for all records processed by this system.

7.6. Upon request of the OPR, we will provide for the issuance of a certificate of authenticity to accompany image outputs ([Attachment 4](#)).

8. Retrieval:

8.1. Records that have been scanned may be viewed by the OPR, after coordinating with the base record manager.

8.2. Retrieval. The operator will initiate retrieval action within four hours of the request and produce the requester with a hard copy.

F. BAXTER LANE, Col, USAFR
Commander

Attachment 1

AUTHORIZATION TO SCAN

(The 911 AW/JA has certified that the Canofile 510, AFRC System #2235 meets the original signature requirements for the documents retained under the disposition authorities listed below.)

As the chief of the office, I certify that as of this date I have no knowledge of pen-ink (original) signature requirements, which would preclude the records (Item number, table and rule)

_____, with the disposition date of _____, from being scanned.

(Unit/Office Symbol)

(Signature/Date)

Attachment 2

RECORDS QUALITY CHECK

MEMORANDUM FOR

FROM: 911 CF/SCB

Subject: Scanned Records Quality Check

The files on optical disk _____, with the disposition date of _____, must be quality checked within the next thirty days. The quality check has been scheduled for _____ at _____ hrs. Please contact me if this date is not convenient.

Records Manager

Attachment 3

AUTHORIZATION TO DESTROY RECORDS

MEMORANDUM FOR 911 CF/SCB

FROM:

Subject: Authorization to Destroy Records

As chief of the office, I have reviewed records on the optical disk, this date _____.
I authorize the destruction of paper documents on optical disk number _____, with
the disposition date of _____.

(Signature)

Attachment 4**CERTIFICATE OF AUTHENTICITY**

This is to certify that the images attached to this certification are accurate reproductions of the records created or maintained by:

(List word title and unit designation/functional address symbol of each organization responsible for functional management of such records)

and were imaged in the normal course of business, pursuant to established routine policy for system utilization and/or for the maintenance and preservation of such records through the storage of such images in protected locations.

It is further certified that the photographic processes used for the above records were accomplished in a manner and on media which meets the recommended requirements for the Department of Defense (DOD), National Archives, and Records Administration (NARA), General Services Administration (GSA), Nation Institute of Science and Technology (NIST), General Accounting Office (GA), Office of Management and Budget L (OMB), U S Congress, and American National Standards Institute (ANSI), and their subordinate/associated organizations.