

APPENDIX F: Digitization Log

Department/School:

Date:

Description of Digitized Records:

Quality Control Element	Comments
Number of pages of the digitized records	Number of pages:
Number of pages of the digitized records matches the number of pages of the physical records. Note: Be aware of blank pages in the physical record and/or digitized record that may count as a page.	Yes ____ No ____
Images are in the correct order	Yes ____ No ____
Page alignment is correct e.g. physical record orientation (portrait/landscape), rotation, image skew, proportions/distortion, and cropping	Yes ____ No ____
Documents are complete and the detail is accurate (e.g. text clarity, sufficient capture of detail)	Yes ____ No ____
Colour is accurately captured in the digitized record	Yes ____ No ____
If compressing a digitized record, is the quality sufficient?	Yes ____ No ____
Scanner generated speckle present? (e.g. speckle not on the physical record)	Yes ____ No ____
Digitized record file information/naming convention is complete and accurate	Yes ____ No ____
Overall digitized record quality: e.g. lack of sharpness, inconsistent sharpness, banding, evenness of tonal values and illumination.	

Records digitized by:

Quality Assurance check completed by:
