

Software/Hardware Standards

When choosing a system or vendor to scan documents, it is important to consider the standards that are laid out in Administrative Rules 6, 7 and 9 and Indiana Trial Rule 77 for a County Imaging System. It is not only wise but prudent to include the following conditions within the contract being proposed so that the vendor understands its responsibilities and the complexity of the standards involved. These rules should be applied whether purchasing equipment to perform these duties yourself or to outsource them to your specified vendor. These standards are:

1. That the system is to conform to the scanning standards as set forth in Administration Rule 6 and that all court records being converted to microfilm will be done in accordance with AR 6 (D) and that court records, as listed in Administrative Rule 7, will be scanned at a minimum of 300 dpi.
2. The computer and scanning hardware, software, and storage medium are standard tools and are capable of producing images in a regular and efficient manner.
3. Annually, the computer hardware, software, and storage equipment will be reviewed to insure currency as to technology, release levels, service patches, etc., for conformity to specifications and that the system complies with the Indiana Supreme Court's Administrative Rule 6.
4. That since image enhancement software may be needed to improve document alignment (skew), brightness, contrast, or image clarity, the threshold level to be used will be based upon test documents being scanned incorporating such software for analysis to verify that such enhancement meets Administrative Rule 6 (E) (2) (a) (iv) and (b). The purpose is to permit improved quality while not altering the evidentiary nature of the document.
5. That the digital master will meet ANSI/AIIM TR25-1995 and MS59-1996 (See Administrative Rule 6 (E) (3) (h) and (i) until at such time said scanned images are converted to microfilm meeting the standards set forth in this section of Administrative Rule 6.
6. That the imaging file format conforms to Administrative Rule 6 (E) (3) (b). Specifically, "Digital imaging systems will use the Digital Imaging File Format known as TIFF Group 4 digital imaging file format meeting ISO Standard 12639:1998, (or as updated or superseded.)"

Scanning process quality is required to adhere to the standards presented in Recommended Practices for Quality Control of Image Scanners, ANSI/AIIM MS44-1988 (R1993), and incorporate scanner resolution target X441 or X443, depending upon the application. Image enhancement is to be used only for lightening or darkening of a digital image and improving sharpness or contrast. For example, this could include: information contained on colored paper, being of unusual size, hard-to-read carbon copies, handwritten or even photocopies of photocopies. When batch scanning, some images may be too dark, too light, crooked or otherwise illegible, therefore these images are unacceptable for compliant archives and almost useless for automated processing. The software used should improve image quality without manipulation of document content. From a performance standpoint, it would be ideal for the scanners to operate between 100 to 600 dpi. The speed of the scanners should range from 55 ppm to 95 ppm for color documents and 90 to 180 ppm for black and white. The conversion to film should not change or alter these densities.

We know, it sounds like reading a foreign language, but it really isn't too hard to comprehend. Keep in mind that these are industry standards as found in Administrative Rule 6 required standards. Your vendor should be able to produce documentation that will indicate whether it can meet these standards or not. Once you have entered into a contract incorporating the above stated information, the vendor will be contractually obligated to meet these standards.