

SCANNING AND SOURCE RECORDS

A source record is any original hard-copy record from which an electronic version (*or digital copy*) has been created. It can also include any electronic information that has been printed and signed, or had meaningful notations added and/or amended in any way by hand.

How should source records be managed after they have been scanned?

Often there are business reasons why it is not practical to maintain physical records in their original state. Digitisation is often necessary to allow for collaboration, to limit storage costs and to reduce duplication.

Furthermore, information stored on removable media (*i.e. floppy disks, VHS tapes, cassettes etc.*) has a limited life expectancy due to degradation of the storage medium and evolving software used to read the information.

When hard copy information is scanned to create an electronic version or converted to a digital format, it is important to remember that the original source records must still be kept (*in their original format*) for as long as it is required. However, once the records have been successfully scanned or digitised they can be processed and submitted to Records & Information Management (*RIM*) for storage or disposal.

Additional information and useful links.

- [Managing Legacy Information.](#)
- [Sentencing Information.](#)
- [Destruction of Information.](#)

Need further assistance?

Please do not hesitate to contact us via phone on 9266 7050, or by email at: rim@curtin.edu.au, should you require additional assistance with managing source records.

For information management advice of a general nature, you may wish to visit our website at: rim.curtin.edu.au.

This advice sheet is made under and supports the [Information Management Policy](#) and associated [Procedures](#).