

Scanning and Source Records

When physical and hardcopy university records are scanned or converted to a digital format, the original records still need to be managed according to the [Records & Information Management Policy](#) and the [Records & Information Management Procedures](#). This advice sheet explains how to do this.

What are Source Records?

A source record is any original physical record from which an electronic version has been created.

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

This can mean converting physical documents or images to a digital format by scanning, or converting other media such as video or audio tapes to digital files.

Source records include any physical records that you receive and/or create in your work. It also includes any electronic information that has been printed and signed, or had meaningful notations added or has been amended in any way.

What do I do with the Source Records when they have been scanned?

Once a record is scanned or digitized, the source record still needs to be kept in its original format for as long as required under the State Records Act 2000 (WA) because the original constitutes a University Record.

However, Areas are not expected to house the source records for the full retention period. Once the records have been successfully scanned, they can be boxed up, processed and then transferred to Records & Information Management (RIM). RIM will ensure that the records are placed into storage for the duration of their retention period. For further information on processing records refer to our advice sheet on [Sentencing Records](#). RIM also provides [training](#) on how to process records.

Related Advice.

[Procedures and advice](#)

Need assistance?

Or contact us via phone on 9266 7050 or by email at rim@curtin.edu.au

For more information in general on recordkeeping and record management please visit the Records & Information Management website at rim.curtin.edu.au