

## 2.2.1 Phase 1: Plan

**Step 1: Identification of Department Nodal Officer, Nodal Coordinators, and Digitisation Coordinator as per the Governance Structure at Annexure 1.**

**Step 2: Identification of Documents that are candidates for Digitisation.**

This is the first step to be carried out in each unit of the department by the designated Digitisation Coordinator as per the Governance Structure at **Annexure 1**.

### **i. Documents**

- Acts, Office Memorandums, Circulars, Annual reports, and Policies.

### **ii. Files**

- All the files that are likely to continue beyond six months in the open status should be selected.
- For the files that are likely to be closed within six months, the files should be selected on the following criteria:
  - The files that may end up as permanent records.
  - The files that are involved in issuing or likely to be issued in future important instructions and directions.
  - The files that have gone or likely to go before the Cabinet.
  - The files that are likely to be added to the “Precedent Book”.
  - Any other files identified as important for reference by the concerned Digitisation Coordinator.
  - Disposed of files and the files which will be disposed of in the next three to four months time period will not be scanned unless they are candidates for the record room.

### **iii. Records**

- The records that are currently referred to in the “Precedent Book”.
- The records that have gone or likely to go before the “Cabinet”.
- Records that are frequently accessed are identified from the respective record rooms or section registers.
- All the records that may end up as permanent records.
- Any other records identified as important for reference by the Digitisation Coordinator concerned.

### **Step 3: Selection of the data that need to be digitised within the selected documents.**

It is important to ensure that the digitisation activity is undertaken in a meaningful manner and not merely as a scanning exercise. It is not necessary to digitise all the pages or the content in the identified files and records. There are several pages in a file that will not have significance for future reference. Therefore it is necessary to identify only those pages which have value for future references and these need to be digitised. Papers in Closed or Recorded files need to be selected more selectively under supervision.

The following are not recommended for Digitisation:

- Any extra copies of Government Orders / Memorandums /D.O letters issued in the file.
- Drafts for Approval/Papers under consideration where the final decision and issue has been generated.
- Copies of vouchers, tickets which have been billed already.
- Any correspondence/noting/issue for which the soft copy is available.

Apply the Record Retention Schedule and Policies for old and legacy files to minimise digitisation efforts.

The final decisions will need to be taken by the designated Digitisation Coordinator in consultation with the Unit.

### **Step 4: Decision on the Phasing and sequencing manner to be adopted.**

It is important to decide the phasing digitisation of the identified documents, files and records, especially when there is a large number and volume. The outcome of this decision will become an input for the Step 8 of Phase 2: Digitisation Timetable.

The following approaches are recommended to select the files to be digitised and in which order:

- Digitise all files which are not in circulation.
- Closed and Recorded files from the current to the older could be digitised first.
- Closed Files that are referenced in the Active or Current Files.

Active files should be done as per the transition decision (Refer Annexure 2). The active files belonging to the category decided to be taken up for converting to electronic mode in the first phase of the Transition Time Table. This can be done by the Sections themselves and do not need any advance preparation.

## Step 5: Current State Assessment of Volume & Efforts

Volume Estimation: Based on the selection done in Steps 1 and 2, the expected volume of documents is calculated.

Efforts Estimation: This is done based on the following activities:

- Pre-Processing activities
- Scanning
- Entry of metadata which must have keywords of the document content and keywords for searching.
- Storage of the digitised documents
- Uploading to eOffice

## Step 6: Decision on the model of Digitisation: In-house, outsourced, mixed mode

The model of digitisation is the next step to be decided. The recommended approach is as follows:

### (i) Active and Current files

All active and current files will not be converted to electronic file from day one. The active/current files that will be taken up for transition to electronic file will depend on the Transition Approach adopted and finalized by the organization and the finalised Transition Time Table.

The Digitisation activity of Active/Current files is normally best under taken by the Section concerned.

(ii) Record room and Legacy Files: Out- sourced to external empanelled agencies who can take up the activity.