Scanning Decision Tree

Does your agency want to go paperless? The decision to scan your records involves many factors that you may not have considered. This decision tree can help you determine if you should undertake a large scale scanning project.

1. Have these records met their retention period?  
   - Yes: Do Not Scan
   - No: Proceed to 2.

2. Do you plan to dispose of all paper/film copies?  
   - Yes: Contact the State Archives to discuss options
   - No: Proceed to 3.

3. Are the records being scanned primarily to save space?  
   - Yes: Do Not Scan
   - No: Proceed to 4.

4. Will the records be infrequently accessed or kept for less than 5 years?  
   - Yes: Do Not Scan
   - No: Proceed to 5.

5. Does the business, historic, or disaster recovery value exceed the cost to scan?  
   - Yes: Scan
   - No: Do Not Scan

6. Is access needed rapidly, remotely, or by multiple people simultaneously?  
   - Yes: Do Not Scan
   - No: Proceed to 5.