SECTION J – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

ATTACHMENT J-8.C.3.6.5 Selected NARA Requirements

SECTION J-LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

ATTACHMENT J-8.C.3.6.5 Selected NARA Requirements

Transmit record(s) in Portable Document Format (PDF), or other NARA-acceptable format, with a minimum resolution of 300 ppi for temporary records.

Transmit record(s) in Portable Document Format (PDF)/Archival PDF/A, or other NARA-acceptable format for permanent records, with a minimum resolution in accordance with NARA guidance based on record (black and white, grey scale, color, digital image, etc.)

Transfer shall ensure validation of scanned images (e.g. page count and legibility) and include all back-up data or drafts (if applicable) that would be required to be maintained to adequately document the work performed. Ensure scanning, quality checks and disposition of paper copies meet all current and future NARA requirements for both temporary and permanent records.

Records Management staff to perform image quality statistical sampling on transfers in accordance with a DOE-approved plan to ensure:

- Optical character recognition process performed.
- All text and markings are clear and legible.
- All pages are legible or marked as "poor quality original."
- Pages are rotated correctly.
- Classification markings are clear and legible.
- No security settings (e.g., encryption, passwords, and//or permissions) are included/embedded that would prevent opening, viewing, or printing a record.
- For permanent records, if compression is needed, ensure lossless file compression technique is used (not lossy).
- Utilize a NARA-approved format (e.g., Portable Document Format/Archival PDF/A).
- All embedded fonts are identified publically as being legally embeddable in a file.

For permanent records, ensure a higher percentage statistical sampling to ensure accuracy, as well as meeting all NARA requirements for the destruction of the source document.

Digital photographs shall meet NARA's requirements of a minimum resolution of 3,000 pixels across the long dimension; images that are uncompressed or which make use of lossless compression, shall be scheduled, managed and captioned as required.

- Captioning shall include an index that includes: Photo #, date taken, program category (e.g., Environmental Management), site, detailed description/caption, including names of individuals where possible. Digital photographs can be captioned utilizing the properties feature, but must also include an index to link the two. See 36 CFR 1237 and NARA Bulletin for specific requirements.