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FEDERAL BUREAU OF INVESTIGATION POLICY DIRECTIVE	
0786D	
1. Policy Directive Title.	Records Management Scanner Equipment Standards (including Document Conversion Laboratory Service Requirements)
2. Publication Date.	2015-04-24
3. Effective Date.	2015-04-24
4. Review Date.	2019-04-24
5. Last Updated.	N/A
6. Authorities:	Title 36 Code of Federal Regulations (CFR) Parts 1220-1236
7. Purpose:	<p>7.1. The purpose of this policy is to establish the Information Management Division (IMD) (formerly Records Management Division [RMD]), Records Automation Section (RAS), Document Conversion Laboratory (DocLab) as the Federal Bureau of Investigation's (FBI) centralized entity for mid-volume to high-volume scanning/document conversion.</p> <p>7.2. The ability to maintain, access, and retrieve documents is fundamental to robust FBI-wide analytical and information-sharing capabilities. Scanned documents must meet electronic archival standards imposed by the National Archives and Records Administration (NARA), as promulgated in <u>Policy Directive (PD) 0774D, Records Management Standards for Scanned Documents.</u></p> <p>7.3. IMD operates a cost-efficient, high-quality DocLab to handle all aspects of mid-volume to high-volume document conversion, including special investigations and major cases throughout the FBI. Establishing centralized scanning capability in this manner leads to standardized outcomes and cost savings when compared with the use of independent contractors.</p>
8. Policy Statement:	<p>8.1. All requisitions for scanning equipment must be routed to RAS for approval. Requisitions for equipment that scans at speeds above 75 pages per minute (PPM) will not be approved.</p> <p>8.2. Document conversion projects requiring the use of mid-volume to high-volume scanning equipment must be forwarded to the DocLab for processing. In rare situations when it is not possible to send documents to the DocLab, RAS will work with the customer to determine the best and most efficient method for getting the documents scanned.</p> <p>8.3. Information regarding requests for DocLab scanning support is located on the <u>RAS DocLab site.</u> Each scanning request must contain the following information: historical background, type of material to be scanned, approximate number of boxes or volumes, and desired date for project completion.</p> <p>8.4. Small scanning projects can be handled by field offices (FO) using FBI-approved desktop scanners (under 75 PPM) or multi-function printers (MFP)/scanners, as long as the scanning output meets the standards prescribed in <u>PD 0774D, Records Management Standards for Scanned Documents.</u></p> <p>8.5. When scanning with an MFP, users should ensure that the configuration settings enable efficient indexing when imported into Sentinel. For example, when using a Lexmark x654de scanner for serializing into Sentinel, the following settings should be used:</p> <p>8.5.1. Scan to home directory <input type="text"/></p>

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9. Scope:

This policy applies to all FBI programs, FBI Headquarters (FBIHQ) divisions, legal attaché (Legat) offices, and FOs.

10. Proponent:

Information Management Division

11. Roles and Responsibilities:

11.1. RAS

11.1.1. Provides guidance and direction for the acquisition and use of scanning equipment.

11.1.2. Provides oversight to ensure the efficient, accurate, and timely conversion of the FBI's paper records to electronic format.

11.1.3. Provides guidance for the use of DocLab's scanning services.

11.2. FBI Personnel

11.2.1. Must comply with the standards established by this policy to ensure efficiency and accuracy in the FBI's transition from a hard copy-based recordkeeping system to an electronic-based recordkeeping system.

12. Exemptions:

None

13. Supersession:

PD 0166D, *Scanner Equipment Standards (including Document Conversion Laboratory Service Requirements)*

14. References, Links, and Forms:

14.1. References

14.1.1. [PD 0774D, Records Management Standards for Scanned Documents](#)

14.1.2. [PD 0457D, RMD Statement of Authorities and Responsibilities](#)

14.2. Links

14.2.1. [RAS Intranet site](#)

15. Key Words, Definitions, and Acronyms:

15.1. Acronyms

15.1.1. CFR: Code of Federal Regulations

15.1.2. DocLab: Document Conversion Laboratory

15.1.3. FBI: Federal Bureau of Investigation

15.1.4. FBIHQ: FBI Headquarters

15.1.5. FO: field office

15.1.6. MFP: multifunction printer

15.1.7. NARA: National Archives and Records Administration

15.1.8. PD: policy directive

15.1.9. PPM: pages per minute

15.1.10. RAS: Records Automation Section

15.1.11. IMD: Information Management Division

15.2. Definitions

15.2.1. Hard copy: a tangible document, such as paper or microfilm

15.2.2. Mid-volume or high-volume scanner: a document scanner that provides the capability for scanning above 75 double-sided PPM

15.2.3. Scanner: a document conversion device that converts hardcopy format into electronic format

16. Appendices and Attachments:

None

Sponsoring Executive Approval

Name:Michelle A. Jupina

Title:Assistant Director, Records Management Division

Final Approval

Name:Kevin L. Perkins

Title:Associate Deputy Director

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