



DOCUMENT SCANNING: ADDITIONAL INFORMATION

This form should be completed and submitted with the SF-1.

Instructions: Complete this document to assist GPO in writing accurate specifications. For assistance with this document, contact Quality Control for Published Products at **QCPP@gpo.gov** or **202.512.0542**

AGENCY/DEPARTMENT _____ DATE _____

AGENCY REQUISITION NO. _____ NAME OF PERSON COMPLETING THIS FORM _____

JOB TITLE _____

EMAIL _____ PHONE _____

AGENCY SCANNING TECHNICAL CONTACT _____

EMAIL _____ PHONE _____

What types of products are to be scanned? Check all that apply.

- 2-Sided GBC bound
- Blueprints
- Bound books*
- Checks
- Envelopes
- Faxes
- Fold-ins
- Other _____
- Forms (8.5 x 11")
- Half pages
- Maps
- Mimeograph
- Newspapers
- Non-standard sizes (not 8.5 x 11" or 8.5 x 14")
- Oversized documents (any document over 11 x 17")
- Photos
- Pin-fed computer forms
- Non pin-fed computer forms
- Receipts
- Sticky notes
- Bound in folders
- Folded products
- Paper clipped
- Sticky notes affixed
- Stapled

Can the item(s) be disassembled before scanning? Yes No

Does the item(s) need to be reassembled after scanning? Yes No

*Can the books be cut apart to scan? Yes No If Yes, does it need to be rebound? Yes No

Note: Some books may not be able to be rebound in the same binding style as furnished.

Number of pages to be scanned _____ (A page is defined as 1 side of a sheet of paper.)

For example, each full file cabinet drawer and bankers box contain approximately 2,500-3,000 pages.

Size(s) of pages _____

What is the content? Check all that apply.

- Single-sided
- Double-sided
- Black Only
- Carbon copies
- Color
- Embossed image
- Grayscale
- Handwritten
- Laser print
- Line-work
- Photocopies
- Text
- Typewritten

What type of paper? Check all that apply.

- Carbon copy
- Tracing paper
- Carbonless copy
- Onion skin
- Colored paper
- Thermal paper
- Plain white paper
- Other _____

What is the condition of the paper? Check all that apply.

- Edges frayed
- Fragile
- Good quality originals
- Poor quality originals
- Yellowed
- Other _____

Handwork Intervention

There are 5 categories of handwork intervention. Based on the descriptions of each, specify the approximate percentage of pages in the category. Note that with each level of intervention, the cost of scanning will increase accordingly, with glass work being the most expensive.

_____ **% No Intervention:** Furnished source materials are ready to be inserted into an automatic document scanner, requiring no deconstruction. For example: loose leaf documents that are all one standard size (8-1/2 x 11", 8-1/2 x 14", or 11 x 17").

_____ **% Light Intervention:** Furnished source materials require slight deconstruction before being inserted into an automatic document scanner. For example: all one standard size documents that are rolled, stapled or paper clipped.

_____ **% Medium Intervention:** Furnished source materials require moderate deconstruction before being inserted into an automatic document scanner and consists of light intervention. For example: documents of various standard sizes and may include folder tabs and/or tab dividers, sticky notes to be removed and replaced.

_____ **% Heavy Intervention:** Furnished source materials require difficult deconstruction before being inserted into an automatic document scanner and consists of light and/or medium intervention. For example: documents of various standard sizes and may include folded, torn, or stuck-together pages.

_____ **% Glass Work:** Defined as copies made from originals that can only be scanned manually on the scanner glass and may include but not limited to, receipts, half-pages, envelopes, onion skin, or thermal facsimile paper, odd-size originals, checks, permanently bound books, two-sided spiral bound, computer forms that cannot automatically feed, and extremely poor quality originals that require extensive handling and analysis on a page-by-page basis.

Note: The total of all the categories must be 100%.

Location of Documents

How are the documents stored, for example: file cabinets or storage boxes? How many storage units?

Where are the documents located?

Can the documents be removed from the facility, or is the scanning to be performed on-site?

If they can be removed, what security procedures need to be implemented for the shipment and during production?

Will the documents need to be available for review by the agency during production? Yes No

If yes, what is the mileage restriction needed for access? _____

Can a courier/trucking company be used for pick-up and delivery, or does the contractor need to use their own vehicles and employees?

What security and/or bonding of the drivers is required, if any?

If the documents are required to be scanned on-site, what are the security requirements for the building housing the documents?

What are the hours of access to the documents on-site? _____

Will the contractor have access to Wi-Fi on-site? Yes No

Will the contractor have wired network access on-site? Yes No

Will office space and furniture be provided? Yes No

If yes, what is the size of the work area? _____

Security and Classification of Documents

Do the documents contain Personally Identifiable Information (PII)? Yes No

If yes, what is the agency's policy or guidelines for securing this information?

Do the documents contain classified information? Yes No

If yes, what is the classification level, and what is the agency's policy or guidelines for securing this information?

What quality of scan is needed?

Note that with the increase of each level, the cost of scanning will increase accordingly, with high-resolution being the most expensive.

_____ **1 Star* — 150 ppi, 8 bit** — Web only viewing, basic low-resolution scan for information only. (One star imaging should only be considered informational, in that images are not of a sufficient quality to be useful for optical character recognition (OCR) or other information processing techniques. One star imaging is appropriate for applications where the intent is to provide a reference to locate the original, or the intent is textual only with no repurposing of the content.)

_____ **2 Star* — 300 ppi, 8 bit** — Web viewing and basic desktop printing. (Two star imaging is appropriate where there is no reasonable expectation of having the capability of achieving three or four star performance. These images will have informational value only and may not be suitable for OCR.)

_____ **3 Star* — 300 ppi, 8 or 16 bit** — Web viewing, some digital printing, and OCR capable. (Three star imaging defines a very good professional image capable of serving for almost all uses.)

_____ **4 Star* — 400 ppi, 16 bit** — Web viewing, digital printing, OCR capable, and offset printing of text and graphics. (Four star defines high-quality imaging currently available. Images created to a four star level represent the state of the art in image capture and are suitable for almost any use.)

_____ **High Resolution Document Recreation** — This is the highest quality document scanning available. For offset printing of text and photographs in black and color. Text is scanned separately from the images at 1200 dpi; the charts and images are scanned at 300 dpi and de-screened. The two files are then placed in a layout program to recreate the printed product. This product can be reused to create the lower star levels when complete.

* This is using the [FADGI](#) September 2016 Technical Guidelines for Digitizing Cultural Heritage Materials, Creation of Raster Image Files. Bound Volumes: General Collection Standard.

If unsure of the final application for scans, then a 3 or 4-star quality level will allow lower quality items to be re-purposed from the files.

Digital InterventionImage clean-up Yes No

If yes, answer the following:

Deskewed (images straightened) Yes No**Image cropping** (excess border removed) Yes No**Despeckle** (remove spots/dirt) Yes No**Redaction** (e.g., removal of PII) Yes NoAdditional image clean-up requirements:

Section 508Are there Section 508 accessibility requirements? Yes No

If yes, include the Section 508 requirements as a separate attachment.

Expected Contractor DeliverableWhat is the file naming convention to be used?

What file type is required as a completed deliverable?

 Single page PDF Multiple page PDF Single page TIF Single page JPGCan the file be compressed to reduce the file size? Yes NoIf yes, what type? LZW JPEG 2000 Other _____

Note: Lossless compression such as LZW and JPEG 2000 (wavelet) are approved for all uses and do not affect data quality. While significant file size benefits can result from the appropriate use of file compression, some compression techniques can negatively affect file quality. Lossy compression may be appropriate for specific uses, but will adversely affect the data. Any compression techniques using patented or proprietary programs should be avoided due to long term sustainability concerns.

What color mode is required? Grayscale Black (Bitmap) RGB CMYKWhat type of file optimization is needed? Web High-Resolution Printing
 Read only Low-Resolution PrintingAre printouts/blowbacks of scanned files required? Yes No

If yes, answer the following: Binding _____ DPI _____ Paper stock _____ Trim Size _____

How many copies? _____ Color, black, or grayscale? _____

What type of storage media is required? (DVD, CD, hard drives, thumb drives, etc.)

Is Bates Numbering required? Yes NoIf yes, numbering format required:

Optical Character Recognition (OCR)

Will the scanned documents need to be text-searchable? Yes No

If yes, additional OCR requirements should be included as a separate attachment.

What is the OCR target format of the PDF? (PDF Image Only, PDF Image + text, PDF Normal, MS Word, etc.)

Metadata Requirements

Are there metadata requirements? Yes No

If yes, answer the questions below:

List the fields required, field length, and the format of the fields:

What is the agency's requirement for the storage of metadata?

Additional information: