



Electronic Records Management: Options for Digitizing Large Format Records

Purpose: Provide guidance to state and local government agencies digitizing large format records.

Large format records, like maps and plans, are a challenge to scan. Because of their size, and possibly their condition, they can also be some of the most expensive records to digitize. But don't worry, you have options:

- **Collaborate with another agency/department of your agency that already has a large format scanner or split the cost and use of the scanner.** This option is best if your agency only has a small backlog of large format records to scan. Agencies with an ongoing need or sizable backlog should consider other alternatives.
- **Purchase your own large format scanner.** This option is best for agencies with an ongoing need, or a sizable backlog of large format records. Large format scanners are expensive, but they can be funded by a Technology Tools Grant, offered by the Washington State Archives through their Local Records Grant Program. A Technology Tools Grant will refund up to \$30,000 towards the cost of a scanner or other hardware/software solution purchased during the grant round.
- **Have your large format records scanned by the Washington State Archives or another scanning vendor.** This option is best if your agency has a sizable backlog, but no ongoing need to scan large format records. Large format records are expensive to digitize, but the work can be funded by a Digital Imaging Grant, which is also offered by the Washington State Archives through their Local Records Grant Program. A Digital Imaging Grant will fund up to \$50,000 for scanning.

**Additional advice regarding the management of public records is available from
Washington State Archives:**

**www.sos.wa.gov/archives
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