Procedures for Scanning Digital Files

The College of Sciences Human Resources Office (COS HR) uses a digital filing system. We strive to maintain professionalism and integrity with our digital files. Please use this checklist when you are scanning documentation for everything including separation packages, offer letters, personnel files, new hire paperwork, etc., to ensure documentation is scanned to COS HR with a professional appearance.

❏	**Scan double sided papers.** When you scan double sided papers, ensure the device is set to scan double-sided.
❏	**Do not scan 2 different personnel files into 1 document.** It is okay to split up one person's file into multiple scans, but do not include 2 separate employees. If you split a document, make sure the last page of the document doesn't go with the first page of the other document.
❏	**Rotate Landscape documents** into the scanner so they read as Landscape in the file.
❏	**Correcting Crooked Scans**- After scanning a document, make sure there are no crooked pages. If the scan is crooked, Adobe automatically corrects crooked scans with the EDIT tool. Edit PDF
❏	**Blurry or Illegible Scans**- Do not turn in any documents with faded ink, blurry lines, or are completely illegible.
❏	**Pictures**- Taking pictures of documents and emailing them is not an acceptable form of scanning.
❏	Scan documents in **chronological order**.
❏	**Scan colored documents** in their original color format.

Last Updated: 7/16/2019