

ADMINISTRATOR'S MEMORANDUM

To: Regional Offices
Water Allocation Bureau

Records No. 11

From: Jeff Peppersack 

RE: **SCANNING & PROFILING STANDARDS FOR WATER RIGHT DOCUMENTS**

Date: March 8, 2018

The Department's Water Rights Program maintains water right records in three formats; paper, scanned images, and digital database entries. Currently, the paper records are the official records, the scanned images are stored in a document management system as backup records, and the database is used for querying and analyzing records. The scanned images and database are available to Department staff and to the public electronically. Department staff members and the public rely heavily on the scanned images for retrieval and distribution of water right information. The use of a document management system to retrieve and distribute scanned images of water right records saves the Department time and money.

Quick retrieval of complete water right records to support the Department's decision-making and customer service needs is dependent on accurate and consistent input of water right records into the document management system. All managers and staff involved in records management share responsibility for the quality of the water right records. To support further reliance on the document management system, the Water Rights program is implementing the scanning and profiling standards described in *Our How-To Scan and Profile Book*. The scanning standards are intended to ensure the Water Rights Section and regional offices consistently produce high-quality digital images that are easy to read. The profiling standards, a way of indexing water right records in the document management system for look-up and retrieval, establish a uniform look-and-feel intended to promote familiarity and ease-of-access. Water Rights Section and regional office staff members are expected to employ the standards in *Our How-To Scan and Profile Book*, to the fullest extent possible, when scanning and profiling water right records.

The initial version of *Our How-To Scan and Profile Book* is dated March 8, 2018. The Water Rights Section Manager is designated to be the custodian of *Our How-To Scan and Profile Book*. When *Our How-To Scan and Profile Book* is updated, the Water Rights Section Manager is responsible for storing the most current version and distributing it throughout the Water Allocation Bureau and the regional offices.

In the coming years, the Water Rights program intends to create a records retention policy for water right documents. See Objective 2, Goal 1, of the Department's *Strategic Plan for Fiscal Years 2018-2021*. Among the items considered for the records

retention policy will be whether the Department can and should allow for some paper water right records to be discarded if they have been scanned, saved, and made accessible in a secure document management system. The increasing cost and difficulty of paper document management and storage, along with the declining use of paper documents in society, necessitates such consideration. Headed into this important discussion, adherence to the scanning and profiling standards in *Our How-To Scan and Profile Book* will enhance confidence in the reliability of the digital images as useful, permanent water right records.