

UNCLASSIFIED



FEDERAL BUREAU OF INVESTIGATION  
**POLICY DIRECTIVE**

**0774D**

<b>1. Policy Directive Title.</b>	Records Management Standards for Scanned Documents
<b>2. Publication Date.</b>	2015-04-24
<b>3. Effective Date.</b>	2015-04-24
<b>4. Review Date.</b>	2018-04-24

**5. Primary Strategic Objective.**

T6-Align technology and science to our strategic objectives.

**6. Authorities:**

Title 36 Code of Federal Regulations (CFR) Section (§) 1235.50(e)

**7. Purpose:**

The purpose of this policy is to ensure that the Federal Bureau of Investigation (FBI) consistently applies the quality and format standards necessary to meet the FBI's business needs when converting hard copy textual and nontextual materials to digital images.

**8. Policy Statement:**

8.1. All hard copy textual and nontextual documents that are scanned and converted to digital images must comply with the minimum requirements.

8.1.1. Requirements for scanned images of textual documents can be found on the Records Management Division (RMD) [Records Automation Section's \(RAS\) Intranet page](#).

8.1.2. Requirements for image formats converted to Portable Document Format (PDF) can be found at [RAS' Intranet page](#).

8.1.3. Requirements for scanned images of primarily nontextual materials, such as maps and photographs, can be found on [RAS' Intranet page](#).

**9. Scope:**

This policy applies to all FBI programs, field offices (FO), FBI Headquarters (FBIHQ) divisions, and legal attaché (Legat) offices that procure and/or operate scanning devices for conversion of hard copy textual and nontextual materials into digital images for incorporation into a recordkeeping system.

**10. Proponent:**

Records Management Division

**11. Roles and Responsibilities:**

11.1. RMD will periodically update the list of acceptable scanning formats and versions.

11.2. The Information Technology Infrastructure Division (ITID) will provide support to FBIHQ divisions, FOs, and Legat offices to ensure that scanners are operating in compliance with this policy.

11.3. All FBI employees who procure and/or operate scanning devices for records purposes, including serializing into Sentinel or other recordkeeping systems, must ensure that:

11.3.1. Scanning devices operate in the correct settings, in accordance with this policy. Employees may contact ITID for support to ensure that the scanners are operating in compliance with this policy.

11.3.2. The optical character recognition (OCR) function on a scanner is set to produce text-searchable images for documents that contain text.

---

## 12. Exemptions:

This policy does not apply to "born digital" images. FOs desiring to use born digital images in systems should consult with RMD for quality standards and the acceptable formats to be used so that systems can meet appropriate electronic recordkeeping requirements.

---

## 13. Supersession:

Policy Directive (PD) 0508D, *Standards for Scanned Documents*

---

## 14. References, Links, and Forms:

14.1. References:

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

14.1.2. [FBI Electronic Recordkeeping Certification Policy Guide, 0800PG](#)

14.1.3. [Records Management Policy Guide, 0769PG](#)

14.2. Links:

14.2.1. [Standards for Scanned Documents Intranet site](#)

---

## 15. Key Words, Definitions, and Acronyms:

15.1. Acronyms:

15.1.1. CFR: Code of Federal Regulations

15.1.2. FBI: Federal Bureau of Investigation

15.1.3. FBIHQ: Federal Bureau of Investigation Headquarters

15.1.4. FO: field office

15.1.5. ITID: Information Technology Infrastructure Division

15.1.6. Legat: legal attaché

15.1.7. OCR: optical character recognition

15.1.8. PD: policy directive

15.1.9. PDF: Portable Document Format

15.1.10. RAS: Records Automation Section

15.1.11. RM: records management

15.1.12. RMD: Records Management Division

15.2. Definitions:

15.2.1. Born digital: materials that originate in a digital form

---

## 16. Appendices and Attachments:

None

---

**Sponsoring Executive Approval**

Name: Michelle A. Jupina

---

<b>Title:</b> Assistant Director, Records Management Division
<b>Final Approval</b>
<b>Name:</b> Kevin L. Perkins
<b>Title:</b> Associate Deputy Director

**UNCLASSIFIED**