

# Digitization Policy

Our digitization standards are based on the Federal Agencies Digital Guidelines Initiative (FADGI). You can learn more about FADGI and view their guidelines [here](#).

Learn more about what each service hub can digitize and how to digitize your own records [here](#).

## Digitization Standards

- Text: 300 dpi and 24-bit color
  - If the text is going to be run through OCR (Optical Character Recognition, a software that makes scanned text computer-searchable), a higher dpi might make the OCR more accurate. If there are small details, a higher dpi might also be useful.
- Still Images: The ideal dpi varies greatly depending on how fine the details in the images are. 600 dpi and 24-bit color is typical, but a couple of test scans at different dpis should be run at the start of each project to see if a higher dpi is needed to pick up all the details or if a lower dpi is sufficient.
- Audio: sample rate 96 kHz, 24 bit depth, stereo channels

## File Formats

- Text
  - Access: PDF
  - Preservation: TIFF
- Still Images
  - Access: JPEG
  - Preservation: TIFF
- Video
  - Access: MP4
  - Preservation: MOV
- Audio
  - Access: MP3
  - Preservation: WAV

## File Naming Conventions

- Each digital collection will have a standard file naming system that includes the identifier of the collection as well as some unique item identifier. Depending on what makes the most sense for the collection, that might be a date, a name, or consecutive numbers.