Self-serve scanning

HM Land Registry

Before

- **Space** – consider where you will be doing the scanning activity
- **Resource** – consider who will be doing the scanning
- **Equipment** – does your local authority have enough scanners?
- **Documents** – identify exactly what needs to be scanned. Is it all paper or do you have microfiche and other formats?
- **Support** – if you require guidance on any of the above, please get in touch

During

- **Scanning** – ensure your scanning process is efficient and thorough. Do those completing the scanning have easy access to the documents to be scanned?
- **Resource** – ensure that your department can still perform business as usual activities whilst undertaking scanning
- **Quality** – ensure scans are in colour and a suitable format for storage

After

- **Data** – if you still need to add, vary or cancel charges in the non-digital data, ensure you make a record of the changes
- **Resource** – who is responsible for keeping your digitised dataset up to date?
- **Storage** – keep batches of scanned documents in a logical order (the structure you already hold them is useful). This will make it easier to track back if required