



Office of the Head of Service of the Federation

THE PRESIDENCY

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CIRCULAR

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22nd June, 2020

Chief of Staff to the President, C-in-C
Deputy Chief of Staff to the Vice President
Honourable Ministers
Secretary to the Government of the Federation
Permanent Secretaries
Service Chiefs/Inspector-General of Police
Governor, Central Bank of Nigeria
Chairman, Federal Civil Service Commission
Chairman, Police Service Commission
Chairman, Code of Conduct Bureau
Chairman, Code of Conduct Tribunal
Chairman, Federal Character Commission
Chairman, Revenue Mobilisation, Allocation & Fiscal Commission
Chairman, Independent Corrupt Practices and other Related Offences Commission
Chairman, Federal Inland Revenue Service
Chairman, National Drug Law Enforcement Agency
Clerk of the National Assembly
Secretary, National Judicial Council
Accountant-General of the Federation
Auditor-General for the Federation
Surveyor-General of the Federation
Chief Registrar, Supreme Court of Nigeria
Directors-General and Chief Executives of Parastatals/Agencies

DIGITIZATION OF FILES AND OTHER RECORDS IN MDAs

The current COVID-19 pandemic has impacted on the way work is done and thrown up some challenges. As one of the strategies to cope with the situation, virtual meetings, workshops, conferences/seminars are



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held by some MDAs to ensure that service is not grounded. Some that are a little more technologically ahead treat files and memoranda on-line.

2. This development has indicated that, going forward, much could be achieved with the deployment of appropriate technologies in the service.

3. It will be recalled that one of the key pillars of the 2017-2020 Federal Civil Service Strategy and Implementation Plan (FCSSIP) is the establishment of Enterprise Content Management System (ECM) which components include digitization/automation of documents. The incidence of COVID-19 has, therefore, become a catalyst to accelerate the implementation of the initiative.

4. To this end, all MDAs are expected to commence the process of digitization/automation of their files and other records, without further delay. In doing so, MDAs are required to follow the attached specifications.

5. Furthermore, it is important to stress that, the process will be coordinated by the Office of the Head of Service of the Federation which will also visit MDAs, from time to time, for monitoring. To this effect, MDAs will be required to forward a quarterly report to the Office on the progress made on the implementation.

6. You are enjoined to comply with the contents of this circular, please.


Dr. Folasade Yemi-Esan
Head of Service of the Federation

OFFICE OF THE HEAD OF SERVICE OF THE FEDERATION

SPECIFICATIONS FOR DIGITIZATION OF FILES AND RECORDS

I. DOCUMENT DIGITIZATION, DATA ENTRY, STORAGE AND ARCHIVING OF FILES/RECORDS:

- a. Digitization of various nominated government records for storage, archiving and retrieval;
- b. Data capture of critical data points (Registries);
- c. Digitization includes Preparation of documents to be scanned, Scanning, Conversion of all documents to PDF (Searchable) and TIFF, Abstract image to JPEG/TIFF, applicable Codification, Data entry verification of data, entering missing information
- d. Digitization shall also include cleaning and verification of scanned data, entering missing data (where applicable), scanning of required items, documents and uploading it to approved storage;
- e. Digitization must have compression techniques for faster search & retrieval of digitized records on a particular or multiple key words of the data;
- f. Set up appropriate IT infrastructure (Scanning Station) to complete the work – this may include LAN, Storage servers, desktops, scanners, printers, photocopying machines, alternative power sources, power points, etc.
- g. Fresh Data entry and uploading records: Digitization, data entry; convert PDF documents, paper forms to Excel or CSV format.

II. MINIMUM SPECIFICATIONS OF SCANNERS TO BE DEPLOYED.

- a. Automatic Document Feeder;
- b. Scan resolution, optical (Up to 600 dpi);
- c. Maximum scan size 8.5 x 14 in;
- d. Daily Duty Cycle of 5000pages;
- e. Scan file format: PDF (image-only, searchable, MRC, PDF/A, encrypted), TIFF (single page, multi-page, compressed: G3, G4, LZW, JPEG), DOC, RTF, WPD, XLS,TXT,XML, XPS, HTML, OPF, JPG, BMP, PNG;
- f. Two Year warranty

NOTE: Nothing stops MDAs to use better specifications.

This is without prejudice to other equipment and use of Government Data Centre for storage.