



All dots per inch (dpi) specified for scanning are equivalent dpi for the size of the original documents, unless otherwise specified. All scanning from photographic intermediates or microfilm shall be done at the dpi needed to achieve the cited resolution on the original documents. Due to inconsistent legibility of documents and the desire to image documents in a consistent manner, all scanning will be 8-bit greyscale or 24-bit color. The tone reproduction and aimpoint values are intended to provide good monitor representation of the images on an "average" computer monitor based on the visual evaluation of a selection and variety of monitors. Scanning and quality control workstation monitors shall be set to 24 bits (millions of colors), set to a gamma of 2.2, set to a color temperature of 6500°K, calibrated for color neutrality, and the contrast and brightness adjusted for the aimpoint values.

Scanning Aimpoints- Using the Kodak greyscale, the tonal controls of the scanner shall be adjusted to place step #19 at RGB levels of 8, 8, and 8 or at % black of 97%, to place step "M" at RGB levels of 105, 105, and 105 or at % black of 59%, and to place step "A" at RGB levels of 247, 247, and 247 or at % black of 3%. Using the Kodak color bars, the tonal controls of the scanner shall be adjusted to place single color black patch at RGB levels of 19, 19, and 19 or at % black of 93%, to place the grey background at RGB levels of 101, 101, and 101 or % black of 60%, and to place the white patch at RGB levels of 241, 241, and 241 or % black of 5%. Variability: no more than ± 3 RGB level variance from aimpoints and no more than 3 RGB level difference in the individual channels within a patch for RGB scanning and no more than ± 1% level variance from the aimpoints in % black for greyscale scanning.

TYPES OF DOCUMENTS

Table with 5 columns: FILES, Textual, Photographs, Maps and Drawings, Graphic. Rows include MASTER FILES, ACCESS FILES, and THUMBNAIL FILES, detailing scan resolution, file format, and resolution for each document type.