

Checklist - Imaging Quality Control (Sample)

The quality of imaged records is essential to an effective imaging service. Things to look for during review of imaged text or images include:

- Image not the correct size
- Image not the correct resolution
- File name is incorrect
- File format is incorrect (i.e., jpg, gif, pdf)
- Image is incorrect color (i.e., grayscale, color)
- Text is incorrectly truncated
- Image incorrectly cropped
- Image not rotated or is reversed
- Image not properly centered
- # of pages verified for each record