

Part 1 – Drawing Management Administrative Procedures

Chapter 6 SCANNING AND MICROFILMING

1. **Purpose.** The availability of the information contained on drawings is critical to the successful operation of Reclamation features and structures and is critical to the engineering and technical programs needed to ensure that they remain operational. Therefore, the information must be maintained in an accessible and stable medium. This chapter addresses the standards and procedures for maintaining the official drawing record in electronic format (PDF or TIFF).
2. **Standards and Procedures.** Standardization of methods, procedures, techniques, and formats is mandatory in this program. This is necessary to achieve compatibility and interchange of drawing information throughout Reclamation. While methods may vary somewhat, depending on local application, the following must be strictly adhered to:
 - A. **Scanning.** Hard copy drawings scanned and loaded into eDRAWS shall adhere to the following standards as deemed appropriate for the type of drawing to be scanned.
 - i. **Bitonal.** 200-400 ppi, PDF (preferred), or optionally uncompressed TIFF
 - ii. **Grey Scale.** 8 bit, 200-400 ppi, PDF (preferred), or optionally uncompressed TIFF **Color.** 24 bit RGB (Red, Green, Blue), 200-400 ppi, PDF (preferred), or optionally uncompressed TIFF
 - iii. **NOTE:** In certain circumstances, higher resolutions will be used to adequately preserve the integrity of the drawing.
 - B. **Aperture Cards.** The production of aperture cards has been discontinued. **Drawings shall be scanned** and filed in eDRAWS in lieu of producing aperture cards.