
Dane S. Ciolino Electronic Document Management Protocol

1. PDF Scanning. Scan all documents to PDF (Portable Document Format).
 - a. Scan must be done in *black and white* (not grayscale and not color).
 - b. Scan at a resolution no greater than *300 x 300 dpi*.
2. Document Structuring. Each document must be scanned to a separate PDF file.
 - a. Do not scan multiple documents together into a single electronic file.
 - b. It is sometimes difficult to determine where one document in a stack of papers ends, and the next one begins. Please be very meticulous in separating documents from one another.
3. PDF File Names. All documents must be named with the date (YYYY-MM-DD), the author's last name, and a detailed description. For example, if this file was created on January 1, 2010, it would be named: "2010-01-28 Ciolino Electronic Document Management Protocol."
 - a. Date. The "date" of the document is the date that appears on the paper document. The date is *not* the date you scanned the document.
 - b. Author. The "author" is the human being who authored the document—not the organization with which he is associated. If, however, no human being's name appears on the document, use the name of the organization as the author.
 - c. Description. The "description" should describe the document in some detail. It should not be generic (like "Letter"), but instead should be descriptive (like "Jones Letter Putting Smith in Default for Non-Payment").
 - d. Use an initial capital letter for all words in the file name, except small words like "to" and the like.
4. Disposition of Originals. After scanning, please retain all original papers if you wish. Do not send any paper to me; I will destroy it.