

UNITED STATES BANKRUPTCY COURT
District of Vermont

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Clerk of Court

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TO: Court Users
FROM: Thomas J. Hart
DATE: August 14, 2009
RE: Scanner Settings for Documents Filed via CM/ECF

**CLERK'S
ANNOUNCEMENT
09-01**

This announcement pertains to documents that are scanned in PDF format and filed with this court via the Case Management/Electronic Case Filing (CM/ECF) system. **Effective immediately, the scanner setting for documents filed with this court must be at a resolution of 300 pixels per inch (ppi)¹ or higher,** rather than at 200 ppi as we had previously suggested. Using the 300 ppi setting will help ensure archival quality of electronically filed documents.

The Administrative Office of the U.S. Courts (AO) has been working with the National Archives and Records Administration (NARA) regarding archival preservation and continued use of the scanned images in the Judiciary's CM/ECF system. We are asking for your assistance in this effort.

In 2001, the AO evaluated various methods for producing PDF documents. Stressing the importance of finding a scanning resolution that would produce a high quality document with a file size that would not hamper the length of time it took to scan, load, and retrieve documents, a resolution of 200 ppi was recommended. This became the basis for attorney guidance and scanning requirements in most courts. Since that time, however, NARA has published higher standards for scanning resolution, which better support archival preservation.

All filers with this court must update their scanner settings to 300 ppi or higher when scanning documents for filing in this court. In general, all documents should be scanned in Bitonal (1-bit) black and white unless there is a pressing need to scan in gray scale or color.

NARA's Standards

Scanned images of textual records transferred to NARA must meet the following minimum requirements for scanning resolution and pixel (bit) depth to support archival preservation and continued use.

¹ The information technology industry generally uses the terms pixels per inch (ppi) when addressing the scanning of documents and dots per inch (dpi) when addressing the printing of documents, however the terms are sometimes used interchangeably. This clerk's announcement addresses scanning, and therefore uses the term ppi.

1. Bitonal (1-bit) must be scanned at 300-600 ppi. This is appropriate for documents that consist exclusively of clean printed type possessing high inherent contrast, e.g., laser printed or typeset on a white background). Scanning at 600 ppi is recommended.
2. Gray scale (8-bit) must be scanned at 300-400 ppi. This is appropriate for textual documents of poor legibility because of low inherent contrast, staining or fading, e.g., carbon copies, thermofax, or documents with handwritten annotations or other markings, or that contain halftone illustrations or photographs. Scanning at 400 ppi is recommended.
3. Color (24-bit RGB (Red, Green, Blue)) must be scanned at 300-400 ppi. Color mode, if technically available, is appropriate for text containing color information important to interpretation or content. Scanning at 400 ppi is recommended.