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How ibml Helps You Conquer FADGI Compliance

What is FADGI?

Launched in 2007, the Federal Agencies Digital Guidelines Initiative (FADGI) is an effort by U.S. federal agencies to articulate a common set of technical guidelines, methods, and practices for the archival of digitized and born digital documents that are of historical and cultural importance.

Why is FADGI so critical right now?

Per Memorandum M-23-07, issued jointly by the Office of Management and Budget (OMB) and the National Archives and Records Administration (NARA), by June 30, 2024, all federal agencies must manage and transfer all permanent records in an electronic format. NARA will also stop accepting analog records, which means that all incoming records must be digitized to high-quality image files with appropriate metadata (specifically FADGI 3-star = ISO 19264-1 Level B = Metamorfoze Light).

Image Quality Challenges

Why Is Consistent Image Quality So Important?

Experts have long since touted the importance of the accurate, standardized capture of documents. But why?

Here are some of the main reasons consistent, quality capture is so critical to organizations:

- To create long-term digital archives and dispose or preserve physical documents
- To protect fragile and valuable originals from handling
- To generate higher image quality for a greater applicability of uses
- To simplify document storage, categorization, and retrieval
- To confidently meet ongoing compliance regulations
- To ensure the readability of the document in the future
- To ensure data from the document can be extracted with high accuracy

The Main Challenges with Digitization and Image Quality:

- Lack of standards followed
- Different scanning technology generate various output quality
- Individual operators may perform image capture at different image settings
- Older legacy devices that fail to meet imaging standards
- Slow legacy devices that don't allow for mixed batch scanning
- Even with the best technology, non-standardization means different image settings, causing inconsistent output that can result in downstream process delays and business impact
- Inability to check for consistent output against existing standards and maintain audit trails that prove consistency
- Even if standards are implemented cumbersome processes in switching between different systems to perform image audits

FADGI Guidelines

The FADGI Standard

FADGI objectively quantifies quality standards for the document digitization process.

Developed by the FADGI Still Image Working Group and U.S. federal agencies, FADGI breaks new ground by providing businesses and government agencies with technical guidelines and best practices for achieving high-quality images when scanning and digitally capturing documents for archival, information extraction, post processing, and other information management purposes.

FA DGI

The FADGI conformance program relies upon well-established practices, objective measurements, and quality assurance methods to create accurate imaging.

The Program aims to reduce equipment variability, image artifacts, and other defects introduced by the scanning process and human subjectivity.

To be considered FADGI compliant, a digital imaging process must implement a digital imaging conformance evaluation program, and compliance should be demonstrated in project documentation or metadata.

- FADGI Code of Ethics for Still Image Working Group

How FADGI Measures Image Quality

The FADGI evaluation system defines four image quality levels from one star to four stars.

The higher the star rating, the higher the image quality and applicability for different uses:

★ ☆
☆ ☆   **One-star rating:** Should be considered informational in that images are not of a sufficient quality to be useful for optical character recognition (OCR).

★ ★
☆ ☆   **Two-star rating:** Images may or may not be suitable for OCR.

★ ★
★ ☆   **Three-star rating:** A very good professional image capable of serving for almost all uses. These images should not require rescanning or the storage of document hard copies. A three-star image accurately represents the original document as viewed by a human eye.

★ ★
★ ★   **Four-star rating:** Images represent the state of the art in image capture and are suitable for almost any use. A four-star image is measurably more accurate than the three-star but most likely not discernible to a human eye.

FADGI image quality ratings are based upon aspects such as:

- Tone response (luminance)
- White balance error
- Illumination
- Color accuracy and misregistration
- Modulation transfer function
- Noise levels

To learn more about the technical details you can read our **white paper** on FADGI

How Technology Selection Impacts FADGI Compliance

Simplify Your Digitization Processes Today

If your goal is creating digital archives to preserve or dispose of your physical documents, it's critical that your final images are FADGI three-star quality, the most widely adopted and accepted quality for unbound document imaging conversions.

How Can Organizations Achieve FADGI Three-star Compliant Images?

Organizations can achieve FADGI three-star compliant images by capturing a Golden Thread DICE Test Target (shown on the right) through normal scanning operations and then verifying with the Golden Thread Software. The Golden Thread software provides a pass/fail score upon analyzing the Golden Thread DICE Test Target Image. This process is performed periodically to ensure the scanner is capturing at its optimal specified standards.

Why Does Technology Selection Matter for FADGI Compliance?

Technology selection matters greatly because choosing the right combination of software and hardware technology determines:

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1 How long it will take you to prep, process, and sort documents and file images	**2** How difficult it will be for operators to consistently verify and audit captured image quality
3 The speed at which you can reduce your backlog and complete projects	**4** The ease at which you can verifiably produce audit reports with confidence

Why the ibml Fusion HD for Quality Capture

Introducing the ibml FADGI Verification Module

Designed to empower operators with an integrated experience between ibml Capture Suite (iCS) and Golden Thread software, the new **ibml FADGI Verification module** enables operators to now verify image quality with both simplicity and speed. With the new module, operators benefit from an integrated, single-user experience in iCS, which heightens their productivity and greatly reduces the time and effort they need to verify image quality. As an added benefit, iCS also retains captured images and results from the integrated FADGI verification process to automatically generate audit trails for compliance, further saving time for organizations.
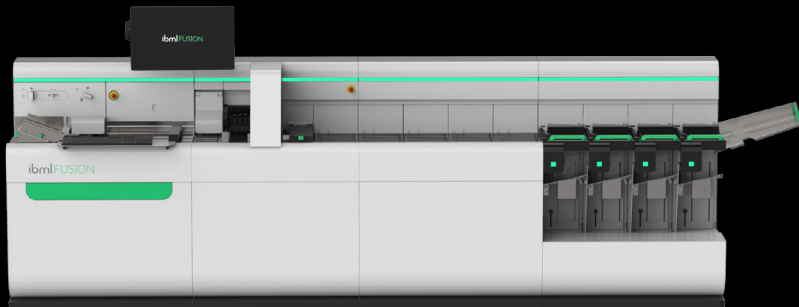
Some key features of this module include:

Feature Highlights

Comes fully pre-integrated with Image Science Associates — Golden Thread Software (Client needs to have their own Golden thread software license)

Configurable to require FADGI verification testing on only specific scan jobs or all jobs

Configurable to require FADGI verification testing based on days, hours, or with every batch

Visual prompts for operator to step through verification testing process within scan software

Simple pass/fail for each camera provided to operator

Tested target images are autosaved in a configurable file store location along with the Golden Thread log for audit purposes

All verification testing results are stored in a configurable file store and in a database for audit purposes

Additional reporting available that displays results per scanner, operator, date/time, as well as pass/fail

Why the ibml Fusion HD for Digitization and Archival

As the industry's first FADGI-compliant, high-speed scanner, the **ibml Fusion HD** blazes a trail when it comes to capturing high-quality images at breakneck speeds.

Operating at scanning speeds of 321–730 pages per minute (PPM), the ibml Fusion HD offers accelerated capture intelligence at the fastest speeds in the market to both reduce your operational costs and boost capture accuracy.

The ibml Fusion HD enables users to generate FADGI-certified images and automated audit trails using our proprietary ibml FADGI Verification module, offering a three-star rating at 200, 300, and 400 dpi.

The ibml Fusion HD is also the fastest 600DPI scanner in the market at 122 PPM for special archival documents that needs higher resolution, thus serving as one device that meets the needs of the broadest spectrum of image capture needs for different document types.

Now, with one machine, you can save time by capturing documents of different sizes and weights in mixed batches including envelopes.

Accelerate Your Image Verification Process with ibml

Generating consistent, high-quality document records at scale is now within your reach. With the sophisticated intelligence and speed of ibml, you'll be able to confidently meet your NARA archival deadlines and quality standards while also getting so much more. Now you can confidently meet regulatory compliance, ensure long-term readability, and simplify your storage, retrieval, and management. Using the new ibml Fusion HD, speeding through backlogs while simultaneously achieving FADGI three-star compliance becomes possible.

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