

following procedures provide an overview of the procedures in ANSI/AIIM TR34-1996.¹

The sample size is based on the total size of the group of records that were digitized during the period being evaluated. For example, if validation is being performed once a week, then the sample size is based on the total number of records that were digitized during the previous seven days.

Government bodies must decide on a risk tolerance for errors. For some groups of records, it may be acceptable to have errors in up to 10 per cent of the documents. For other groups of records, the acceptable rate of errors may be lower.

The following chart is an example only. It identifies the total number of documents being inspected, the sample size to be pulled at random from the larger group of documents, and the number of acceptable errors.

For example, if the group size is between 281 and 500 records, then the sample size is 50 randomly selected records (e.g. pick every 6th file until you have 50). If the acceptable error rate is 1.0 percent, then each sample is permitted to have one error. If the sample has 2 or more errors, then the entire group of records must be rejected and re-scanned.

See ANSI/AIIM TR34-1996 for complete sampling and quality control procedures.

Group size	Sample Size	Acceptable Percentage of Errors									
		If the sample has more than the acceptable number of errors listed below, it must be rejected									
		≤0.025	0.040	0.065	0.10	0.15	0.25	0.40	0.65	1.0	1.5 %
2 to 8	2	0	0	0	0	0	0	0	0	0	0
9 to 15	3	0	0	0	0	0	0	0	0	0	0
16 to 25	5	0	0	0	0	0	0	0	0	0	0
26 to 50	8	0	0	0	0	0	0	0	0	0	0
51 to 90	13	0	0	0	0	0	0	0	0	0	0
91 to 150	20	0	0	0	0	0	0	0	0	0	1
151 to 280	32	0	0	0	0	0	0	0	0	1	1
281 to 500	50	0	0	0	0	0	0	0	1	1	2
501 to 1,200	80	0	0	0	0	0	0	1	1	2	3
1,201 to 3,200	125	0	0	0	0	0	1	1	2	3	5
3,201 to 10,000	200	0	0	0	0	1	1	2	3	5	7
10,001 to 35,000	315	0	0	0	1	1	2	3	5	7	10

¹ ANSI/AIIM TR34-1996, *Sampling Procedures for Inspection by Attributes of the Images in Electronic Image Management (EIM) and Micrographics Systems* is a standard developed by the Association for Intelligent Information Management (AIIM) and issued by the American National Standards Institute (ANSI). There is no equivalent Canadian standard or international standard.

