



Dematerialisation of personnel files



By allowing the DHR to improve the management of employee records, Numen secures documents to facilitate their handling and sharing.

SOLUTION

OUR SERVICE

THE CLIENT

The Court of Justice of the European Union, formerly Court of Justice of the European Communities, is one of the seven institutions of the European Union. It includes three courts: the Court of Justice, the General Court and the Civil Service Tribunal. The institution and its different jurisdictions are seated in Luxembourg.

THE REQUIREMENTS

The directorate of human resources of the Court of Justice of the EU wanted to digitise its personnel files to allow for shared consultation by the members of the team and optimise information retrieval times.

Numen was given the project of scanning the personnel files by the Court of Justice of the European Union. To achieve this, Numen introduced, on the premises of the client, a complete IT infrastructure and production monitoring tool allowing:

- the consultation of image files constituting the records,
- the consultation of PDF files constituting the records with the possibility to perform a full text search,
- the downloading of the PDF files constituting the records,
- the client to carry out quality control of deliverables based on the standard ISO 2859-1.

This service involved:

- Preparation in advance for digitisation (decontamination, identification of the sections, distribution of documents according to their scan sector),
- Scanning of documents,
- Digital consolidation: action of reconstructing the content (digital images) in a workbook in an identical way to its physical composition (regardless of the used scan sector),
- OCR,
- Control of the digital consolidation and OCR,
- Generation of PDF/A-1b files,
- Creation of the table of contents in html format,
- Quality control of the deliverables (ISO 2859-1) and delivery,
- Physical reconditioning.

FACTS & FIGURES

2 120 dematerialised records and 372 000 pages scanned and processed by OCR



THE ISSUES

Given the very high level of confidentiality of the documentary funds, the full mission must be carried out on the premises of the Court of Justice.

- All images or generated files must be deposited directly on the network of the Court of Justice and no backup is stored nor authorised.
- The security and protection of access to the data to be processed are paramount components of the project.
- Since the paper records are stored after being scanned, a major issue of the mission is to repackage them exactly as they were.

THE CONTEXT

Within the Court of Justice of the European Union, a personnel file is created for each new employee taking office. It is updated by the addition of any document marking the personal evolution of the employee throughout their career within the Institution. The Directorate of Human Resources, in charge of creating and managing these records, decided to launch an ambitious project of dematerialisation of these files, while maintaining the authorised search facilities for the paper records (structured by section, sorted chronologically,...).

BENEFITS

- **Content security: integrity, traceability, sustainability,**
- **Availability at any time of the documentary heritage**
- **Reduction of the costs of storage and retrieval of information**
- **Storage of strategic and legal information**

CONTACT

PECULIARITY OF THE FUNDS

The documents relating to each employee record are gathered in individual ring binders. Several types of documents make up these binders, concerning the identity and career (curriculum vitae, certificates, diplomas, etc.) of members of the staff (officials, judges, contract agents,...).

The state of preservation of records depends on their dating and the frequency of consultation:

- 50% of the files less than 15 years,
- 45% of documents between 15 and 30 years,
- 5% over 30 years (documentary funds consisting of fragile paper).

5% of documents cannot be scanned using an automatic scanner (with a feeder), which is why Numen has put in place two separate scanning procedures to scan all the documents in a binder, up to A3 format, regardless of their state of conservation or age.

TECHNICAL RESOURCES

- Scanning equipment for an "automatic" procedure: CANON DRX10-C
- Equipment for a "manual" procedure: WideTEK FlatBed A2



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