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Michael Wilkes
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Geneva School District 304

To: Dr. Andy Barrett
From: Michael Wilkes
Date: April 28, 2025
Re: Digitization of Paper Records

This recommendation seeks to move forward with the purchase of services and software from Datamation Imaging Services (Datamation), pending Board approval and the finalization of a purchase agreement. This project is included in the approved 2025-26 Technology Capital Plan and includes professional services to securely box, inventory, process (scan/digitize/organize), and ultimately destroy student records that are currently in paper form at all schools. The software purchase is for additional user licenses for the district's document management system to securely house and retain the records as required. Datamation successfully completed a similar project last school year for the district and most recently was approved in February to process a subset of these records stored at GHS.

The costs associated with this purchase recommendation are listed in the table below.

Table 1 – Proposal Summary

Item	Provider	Item Description	Amount
Professional Services	Datamation Imaging Services	Preparation (Includes Pack/Label Boxes), Scanning, Indexing, Quality Control Processes, Destruction of approximately 322,400 sheets of paper.	\$31,364.00 (One-Time)
Laserfiche User Licensing	Datamation Imaging Services (Reseller)	Pricing is based on license count and type. Cost will vary over time – initial baseline. (9 Professional Users)	\$ 7,470.00 (Annual)
Total Cost			\$38,834.00

This project completes the effort to digitize current and historical student records. All agreements are pending Board approval and the finalization of terms and conditions.