





**NORTH SLOPE BOROUGH SCHOOL DISTRICT**  
**MEMORANDUM**

**TO:** John Hopson Jr., President  
Members of the Board

**THROUGH:** David Vadiveloo, Superintendent 

**FROM:** Megan Williams, Director of Finance 

**DATE:** February 6, 2025

**SUBJECT:** **Contract Under \$50K – BMI Imaging Systems**  
**Digitization of Payroll Microfiche Records**

**Memo No. SB25-126**  
(Informational Item)

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**NSBSD Strategic Plan Summary:**

Financial & Operational Stewardship

Goal 7: Standardize high-functioning, efficient, student-focused operations

**Issue Summary:**

The Payroll and Human Resources departments rely heavily on historical payroll records for wage and service verifications. Currently, these records are stored on microfiche, a format that has become increasingly inefficient and obsolete. To address this, the District has hired BMI Imaging Systems to digitize these records, creating significant operational efficiencies and safeguarding critical data.

**Background:**

The district's payroll records are vital for verifying employee wages, retirement contributions, and service histories. However, the current microfiche storage system presents numerous challenges. Retrieving data is time-intensive and requires specialized equipment, which limits accessibility and delays responses to inquiries. Additionally, microfiche is prone to physical degradation over time, increasing the risk of permanent data loss.

To mitigate these issues, the district plans to work with BMI Imaging Systems to digitize all microfiche records. This process will convert the data into a secure, searchable digital format, eliminating the limitations of physical storage.

Implementing these systems would modernize our payment processes and align the district with standard practices in educational institutions nationwide.

Estimated service cost: \$24,000

Funding Source: 100.200.550.000.440 (General Funds)

**Signature:**   
Ds Vadiveloo (Feb 6, 2025 13:47 AKST)

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