

South San Antonio Independent School District
Board of Trustees
Agenda

Workshop Regular Special

(A) Report Only Recognition

Presenter(s):

Briefly describe the subject of the report or recognition presentation.

(B) Action Item

Presenter(s): Jeri L. George

Briefly describe the subject of the report or recognition presentation.

Funding approval of \$38,565.00 for CASO Document Management to digitally archive selected files for permanent records retention.

(C) Funding Source: Identify the source of funds if any are required

199

(D) Clarification: Explain any question or issue that might be raised regarding this item.

CASO Document Management is currently used by the district for the retention of student records. They have been used in the past for Human Resource records as well. The district is out of compliance because permanent records have not been appropriately archived since approximately 2006. Regulations regarding public school district storage and requirements can be found in 13 TAC, Section 7.125(a) (6) and is available on the Texas State Library and Archives Commission website.

SSAISD BOARD AGENDA

SUMMARY FORM

AGENDA TITLE: Human Resources

PURPOSE: DISCUSSION
 ACTION

REQUESTED BY: Jeri L. George

PRESENTER: Jeri L. George

MEETING DATE: Wednesday, January 16, 2013

1. DESCRIPTION OF ITEM FOR DISCUSSION AND/OR APPROVAL

Funding approval of \$38,565.00 for CASO Document Management to digitally archive selected files for permanent records retention.

II. BACKGROUND INFORMATION

CASO Document Management is currently used by the district for the retention of student records. They have been used in the past for Human Resource records as well. The district is out of compliance because permanent records have not been appropriately archived since approximately 2006. Regulations regarding public school district storage and requirements can be found in 13 TAC, Section 7.125(a) (6) and is available on the Texas State Library and Archives Commission website.

III. ALTERNATIVES CONSIDERED (if applicable)

None.

IV. RECOMMENDATION AND IMPACT

The recommendation is that the Board approves the additional funding so the district can ensure compliance regarding records retention.

V. 2012-2013 DISTRICT GOAL AND CORRESPONDING DEPARTMENTAL INITIATIVE

Not applicable.

VI. FUNDING SOURCE-PROGRAM AND/OR BUDGET CODE

199



Approved by Director

South San ISD Pricing Proposal All Pricing Per PACE Contract #P00119

| Description | QTY | Price | Total |
|---|---------|----------|-----------------|
| PaperVision Document Management System. Pricing is per concurrent user license. This quote reflects PACE Contract Negotiated Pricing and includes one year of software maintenance | 2 | \$1476 | \$2,952 |
| Professional Services daily rate - Business Analysis, Software Installation, Scanner Installation, System Testing, and Training | 3 | \$1,600 | \$4,800 |
| Document prepping and scanning for 157 boxes of Human Resource Records. Quantity estimate is based on an estimated 2,500 pages per box. Billing will be based on the actual number of images prepped and scanned. | 392,500 | \$00.074 | \$29,045 |
| Indexing of an estimated 4,300 files with up to 3 indexes per file. Billing will be based on the actual number of files indexed. | 4,300 | \$00.139 | \$598 |
| Full text OCR processing of images in the following categories; Bond Files and PEIMS Files. Pricing will be based on the actual number of images processed | 78,000 | \$00.015 | \$1,170 |
| Grand Total | | | \$38,565 |

CASO Inc.

South San ISD

By: _____
Jeff Powell
 Printed: _____
Vice President Sales, Texas
 Title: _____
 Date: _____

By: _____
 Printed: _____
 Title: _____
 Date: _____

Note:

Please forward all documents to the attention of:

Jeff Powell
 CASO Document Management
 3453 IH 35 N, Suite 215
 San Antonio, Texas 78219
 (210) 222-9124 Ext. 229
 Email: Jeff.powell@casocom

Appendix A – Scanning Data Worksheet

Scanning Data Gathering Worksheet

| | |
|--------------------|--|
| Client Name | South San ISD |
| Contact Name | Ms. Jeri George |
| Phone | 210-977-7000 |
| Email | jgeorge@southsanisd.net |
| Project Start Date | TBD |

| | |
|--|---|
| Number of Cartons Standard – Inactive Files | 78 |
| Number of Cartons Standard – Grievances | 36 |
| Number of Cartons Standard – Attorney Files | 4 |
| Number of Cartons Standard – PEIMS | 30 |
| Number of Cartons Standard – Substitute | 3 |
| Number of Cartons Standard – Bond Files | 1 |
| Number of Cartons Standard – PDAS | 1 |
| Number of Cartons Standard – Open Records Req. | 4 |
| Total | 157 |
| Duplex/Simplex | <ol style="list-style-type: none"> 1. Inactive Files 80% Simplex 2. Grievances 75% Simplex 3. Attorney Files 80% Simplex 4. PEIMS 90% Simplex 5. Substitute Files 80% Simplex 6. Bond Files 90% Simplex 7. PDAS 90% Simplex 8. Open Records 90% Simplex |
| # Pages | <ol style="list-style-type: none"> 1. Inactive Files – 195,000 2. Grievances – 90,000 3. Attorney Files – 10,000 4. PEIMS – 75,000 5. Substitute Files – 7,500 6. Bond Files – 2,500 7. PDAS – 2,500 8. Open Records – 10,000 9. Total – 392,500 |