



Geneva Community Unit School District 304
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Memorandum

To: Kent Mutchler, Superintendent
CC: Board of Education

From: Donna Oberg, Assistant Superintendent – Business Services

Date: October 23, 2014

Re: Electronic Document Storage

The paragraph below is from the Technology Plan presented to the Board for FY 2015.

Electronic Document Storage System

Illinois School Code and some state and federal laws mandate that school districts maintain certain records for a specified number of years. Currently the district complies with these requirements by organizing and storing paper files. Fortunately the school codes and laws do not require that all of these saved records remain in paper format; districts are allowed to preserve these records in electronic or digital format. We realize that the conversion from paper to digital needs to be viewed as a progressive process and we would not convert all records at one time. We would like to begin this conversion within our Human Resources department first. We have investigated our options for Electronic Document Storage Systems and believe we have found a robust, easy-to-use, cost-effective solution. Because of the option to broaden the use of this system to other departments in the future, a line item for Electronic Document Storage has been included in each year of the plan.

It is estimated that the district has nearly 95,000 pages of HR personnel records. The storage of these documents in file cabinets is obsolete and we are running out of room for the cabinets. It is our goal to scan and store all terminated employee records and then to move to current employees, as well as reviewing other departments for the digitally storing their documents. This will take several years but will be more efficient and cost effective when needing to research documents and will move the district to a paperless solution for the numerous paper files required to be maintained.

Three systems have been presented and reviewed by the HR Department, Technology, and the Business Office. Of these three systems, Recall North America is the software

solution chosen for document imaging and storage. Recall provides a paperless solution that is easy to use and maintain with a yearly maintenance cost that is within our budget.

The implementation and set up fee is \$9,327. This includes the software set-up and training. It is also the fee for scanning all of the terminated employee files.

I am recommending the approval of a 36 month agreement with Recall North America for the processing of paper files to digital files and the maintenance of these files at a cost of \$587 per month, \$7,044 per year and the one-time fee of \$9,327 for setup and training of the system, and scanning of existing files.