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Michael Wilkes
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Geneva School District 304

To: Dr. Andy Barrett
From: Michael Wilkes
Date: February 10, 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. The proposal from Datamation includes professional services to securely box, inventory, process (scan/digitize/organize), and ultimately destroy student records that are currently in paper form. 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.

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 387,000 sheets of paper.	\$36,733.25 (One-Time)
Laserfiche User Licensing	Datamation Imaging Services (Reseller)	Pricing is based on license count and type. Cost will vary over time – initial baseline. (3 Professional Users)	\$ 2,495.00 (Annual)
Total Cost			\$39,228.25

All agreements are pending Board approval and the finalization of terms and conditions.