

Zionsville Community Schools

Board of School Trustees Meeting "Item for Consideration"

New Business Item 6b • January 12, 2026

Records Digitization Project

Category:

<input checked="" type="checkbox"/>	Human Resources, Personnel/Staffing	<input type="checkbox"/>	Curriculum, Instruction, Assessment	<input type="checkbox"/>	Board Policy
<input checked="" type="checkbox"/>	Finance, Budgeting, Accounting	<input type="checkbox"/>	Student Services	<input type="checkbox"/>	Other
<input type="checkbox"/>	Facilities, Transportation, Nutrition	<input type="checkbox"/>	Community Relations	<input type="checkbox"/>	

Type of Board of Trustees Consideration Sought:

Action	<input checked="" type="checkbox"/>
Discussion	<input type="checkbox"/>
Report	<input type="checkbox"/>

Facts of this Matter:

In preparation for the new Early Learning Center and Employee Services Center move, the records housed at the current ESC need to be digitized for storage. Human Resources, Business Services, and the Board of School Trustees have documents that must be kept for varying lengths of time, including certain records that must be maintained indefinitely. To more efficiently store and access these records, we recommend digitizing them as a more permanent solution. Three (3) quotes were obtained and evaluated, leading to the recommendation of Van Ausdall & Ferrar for this important project.

Objective POSITIVES related to this item or approach:

This action will allow ZCS records to be digitized and remain easily accessible while eliminating the need for large amounts of storage space.

Financial Implications, if any:

The initial digitization of the records by Van Ausdall & Ferrar will cost approximately \$94,035 and will be paid through bond proceeds. The software from Square 9 to access the files will cost \$3,000 per year and will be included in the annual budget for the Operations Fund.

Opinion/Recommendation:

It is recommended that the Board of School Trustees authorize the ZCS administration to enter into a contract with Van Ausdall & Ferrar to digitize the records necessary to be maintained.

Suggested Wording for a Motion, if any:

I authorize the Leadership Team to initiate the document imaging project with Van Ausdall & Ferrar as described.