

Memo

To: Harlem Board of Education

From: Joshua Aurand, Assistant Superintendent for Business & Operations

Date: October 15, 2024

Re: EasyArchive Document Archiving Software

Currently the district has a stockpile of older paper plans and digital architect plans. Easy Archive is a platform that allows organizations to efficiently and effectively store building and project plans by location. Easy Archive will gather and catalog all building documents. They will also scan, categorize and arrange our documents. Those documents will then be imported into the Easy Archive database. Once uploaded it will be much simpler, to filter, search and retrieve documents. Easy Archive will ensure new projects will be seamlessly integrated into their system. This system will also allow the district's architects and engineers to easily retrieve plans. Easy Archive has an extensive list of over 100 school districts in the Northern Illinois area, along with many other organizations in Illinois.

Easy Archive will be a beneficial way to store and sort all of our buildings' blueprints and documents. It will save time instead of searching through over 90 years of blueprints which can be a tedious and time consuming process. It will also allow us to store manuals of any HVAC equipment located at each of our buildings which will assist district maintenance staff who service the equipment. For example, when the chiller went out at Olson Park it was very difficult to find the manual regarding the unit.

One-time initial expenditure \$16,680

Annual Fee starting year two \$2,400

