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Michael Wilkes
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Geneva School District 304

To: Dr. Andy Barrett
From: Michael Wilkes
Date: May 12, 2025
Re: Digitization of Paper Records

This recommendation seeks to move forward with the purchase of services from Datamation Imaging Services (Datamation), pending Board approval and the finalization of a purchase agreement. This project is included in the approved 2025-26 Technology Capital Plan and includes professional services to securely box, inventory, process (scan/digitize/organize), and ultimately destroy student records that are currently in paper form at Geneva High School.

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 254,000 sheets of paper.	\$24,025.75 (One-Time)
Total Cost			\$24,025.75

This project, along with the recently approved recommendation to digitize PreK-8 records, completes the effort to digitize current and historical student records. All agreements are pending Board approval and the finalization of terms and conditions.