Organization seeks way to efficiently process and store large volumes of essential documents

The Jackson County Intermediate School District (JCISD) is an educational service agency chartered by the State of Michigan to work with local public school districts and charter schools. Their mission is to help improve student success throughout the central Michigan county, which is situated about 40 miles west of Ann Arbor.

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Business Needs

The JCISD runs a variety of programs, such as the Jackson Area Career Center for career and technical education; the Educators' Support initiatives, which includes literacy testing and training; the Math and Science Center at Camp McGregor; and the Comprehensive Health program.

The JCISD also operates the Lyle A. Torrant Center for special education, part of a diverse range of services that the organization provides to assist special-education students and their teachers. The JCISD works with students up to age 26 in specially equipped classrooms and in programs that deliver the latest in proven techniques. The Special Education Department has programs for students with cognitive, physical, and emotional impairments, as well as those with early childhood developmental delay.

The special-education programs generate a lot of paperwork. In the past, the JCISD had to dedicate a number of full-time employees to a number of employees to collect documents, sort the documents and check for errors, and then file them.

> "It was a labor-intensive process that consumed a lot of our resources to manage HR records, business office documents, event documentation, and of course all of the documentation associated with the details of the special education programs," says Ben Muscott, Lead Database Analyst for JCISD.

Solution: Scanning with Fujitsu scanners replaces manually intensive processes

The JCISD decided to improve its internal document management by purchasing Fujitsu fi-6130 and Fujitsu fi-5750 scanners with CEO Image System software. The fi-6130 is a color workgroup scanner with duplex functionality capable of scanning up to 40 pages and 80 images a minute. The fi-5750 is a high-speed flatbed scanner that can process 57 pages per minute in color and up to 114 pages per minute in monochrome.

> "The initial implementation of this solution took approximately two weeks," says Muscott. "We're still continuing to grow and change the scope of the project and today have 15 Fujitsu scanners in use."

During the first stages of implementation, the goal of the project was to make student historical records easily available to staff members. As the project grew, additional departments took advantage of the scanning solution, including the business office, human resources, and the communications department. To date, the JCISD has scanned more than 600,000 documents.

Benefits: Faster access to documents, money and space saved due to digital document management

With the deployment of the Fujitsu scanners, the JCISD has been able to reduce workloads, cut back on storage space requirements, and enhance staff productivity.

> "By implementing Fujitsu's document scanners, we were able to convert hundreds of thousands of existing documents while scanning and filing incoming records," says Muscott. "That resulted in an overall reduction of the paper workload."

A direct benefit of the document conversion has been a reduction in the amount of physical storage space required. "The need for physical storage space has been drastically reduced," says Muscott. "Due to document retention requirements for special education, a large amount of paperwork is required to be held for long periods of time. Because we've been able to digitize so many documents, we've recovered a room's worth of filing cabinet space."

Additionally, JCISC has seen an increase in productivity due to the ability of staff members to access information quickly and reliably, while maintaining security. They are now able to locate and pull up student documents in under a minute while maintaining security through two levels: Security groups and settings on the CEO software itself, and via the link to JCISC's special education system. This allows special education staff members to only view documents for students on their caseload without having to set up permissions separately. "Many documents are sent directly to electronic formats and added to the imaging system, which reduces printing and paper expenses," says Muscott.

Jackson County School District benefit snapshot:

- • Fujitsu scanners help organization digitize and electronically store hundreds of thousands of documents

- • System makes it easier for staff members to quickly locate documents

- • Organization was able to reclaim valuable space that used to be consumed by paper documents stored in filing cabinets

- • The ability to send electronic documents directly to the imaging system saves paper and printing costs

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