

## BACKGROUND

Winchester Public School System (WPS) had a large business problem with approximately 300,000 pages of historic student records in 171 boxes from 1923 to the present. These boxes not only occupied lots of space, but it was also very difficult to access and retrieve any specific student record. In addition to the legacy collection, WPS estimated they were creating approximately 7,000 new pages annually. When handling these records WPS needed to safeguard students' privacy and comply with all applicable state and federal laws including the Commonwealth of Virginia Records Retention and Disposal Schedules.

WPS decided to digitize the entire collection of historic student records, set up a content conversion/digitization facility for new student records, and install an archiving application to easily store, search, retrieve, browse and manage the complete set of records. Their vision included reducing space for storing the records, improving productivity for accessing the records, and establishing an efficient system for processing future records, all while maintaining student record integrity and adhering to the law.

## WPS DECIDED TO MANAGE THEIR STUDENT RECORDS BY DIGITIZING THE ENTIRE COLLECTION OF HISTORIC STUDENT RECORDS, SETTING UP A CONVERSION FACILITY FOR NEW RECORDS, AND INSTALLING AN ARCHIVALWARE BASED REPOSITORY.

## BENEFITS

Reduced physical storage space for hard copy student records

Improved productivity by reducing time for accessing student records

Managed project more effectively by contracting with one partner for a complete solution: digitization services, archiving software application, and digitization facilities for new records

Compliant with state and Federal record retention laws



## SOLUTION

WPS asked PTFS to deliver a complete turnkey solution in the shortest possible elapsed time. PTFS digitized all 300,000 records and developed metadata records for each student's first name, last name, and birth date. Creating digital images of the records enabled WPS to destroy paper copies while maintaining an electronic copy for easy duplication, retrieval and disaster recovery. PTFS also installed ArchivalWare™ as the content management application that enabled WPS to easily store, search, retrieve and manage the collection of student records. Finally, PTFS worked with WPS in setting up a content conversion/digitization facility on location to easily digitize all new incoming student records. PTFS completed the entire project in 60 days elapsed time.

