



CAN A CALIFORNIA SCHOOL DISTRICT ELECTRONICALLY SCAN OR IMAGE ITS PERMANENT RECORDS?

Until recently, Class 1 permanent records were required to either be kept permanently as paper records, or scanned to film before the paper files could be destroyed. Unfortunately, both paper and film formats did not provide an efficient means of accessing the stored record. And today, microfilm readers are breaking down and are costly to replace. Fortunately, the legislature--which always lags behind technology--has brought school district record retention practices into the 21st century and now permits electronic storage of its Class 1 permanent records.

Scanned or electronic images can satisfy the requirement for maintaining copies of Class 1 permanent records of school districts. According to the California Association of School Business Official's (CASBO) most recent Records Retention Manual, California Education Code Section 35254 states that:

"The governing board of any school district may make photographic, microfilm, or electronic copies of any records of the district. The original of any records of which a photographic, microfilm, or electronic copy has been made may be destroyed when provision is made for permanently maintaining the photographic, microfilm or electronic copies in the files of the district, except that no original record that is basic to any required audit shall be destroyed prior to the second July 1st succeeding the completion of the audit." ***California Code of Education Section 35254***

CASBO further noted that electronic records can streamline service and save money for a school district. ***"Fast retrieval of records information saves labor costs and provides better customer service...an attractive labor savings can be realized by implementing a document imaging system."*** *Records Retention Manual, K-12 and Community Colleges, 5th Edition, pg. 11*

SyTech Solutions is one of the leading document management companies in California with over a decade of experience helping school districts satisfy their record retention mandates. **Contact SyTech at (800) 814-8324 to schedule a free records assessment for your district.** Using the CASBO Record Retention Manual, SyTech will help you identify and set apart your Class 1 Permanent Records and will help you customize an indexing and archiving schema so your authorized personnel can securely and instantaneously access your district's Student Transcripts, Personnel, Special Education, Board Minutes, etc. SyTech can also scan your district's microfilm into an electronic records management system.

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