Bremen Public Schools | Digital Transformation Story

Drowning in Student Records from 1939

Water damage, trips to the basement, overflowing storage, and legal risks

Overview

The Bremen, IN school system had around 140,000 paper records dating back to 1939 stored in their basement. Document Mountain transformed their entire library of paper documents, microfilm rolls, and microfiche into a keyword searchable digital system.

- *Office achieved record high productivity and zero lost student records*
- *Opportunity to reallocate savings from record management to any other budget*
- *Physical storage space is no longer a necessary investment*

The Story of Bremen Schools

Like many K-12 school systems, Bremen needed to retain student records permanently, meaning until the student files for social security which could be 60 years after graduation.

However, Bremen, had records reaching farther back, some to the 1930's. The space required to store over 80 years of physical records was consuming their facility. This amount of records made it taxing for staff to maintain an auditable trail of access to all records (a requirement of IC 5-14-3-1).

The Challenge of Student Records Before Document Mountain

In addition to a lack of space to store the records and difficultly navigating FERPA compliance, the decision makers at Bremen schools shared a more pressing explanation for their urgency of this project.

The school had a water leak that destroyed some of these records that they were required to keep permanently. This resulted in lost information needed to file for social security, hefty FERPA fines, and legal liability. This coupled with the difficulty of accessing information pushed them to find a digitization provider.

Why They Chose Document Mountain

Document Mountain stood out to Bremen for a couple reasons. First, the decision makers at Bremen schools were able to see a working sample of their student records in Document Mountain before they committed to working with us. They also liked that they were able to digitize their microfilm and microfiche records along with paper files using one service. They valued having their documents securely destroyed after the digitization process without the hassle of finding a separate service, as well.

How Bremen Used Digital Records to Better their Schools

Bremen was able to utilize their new digital system in a couple practical ways. First, it enabled their employees to never lose track of important student information. Plus, when former students called they were able to find their record in seconds rather than minutes or even hours. Further, since digital records take up no space this project eliminated the need to purchase any off-site storage space.

The Results

After the smoke cleared an estimated 140,000 images had been digitized by our record specialists. The Bremen employees from both locations are now able to easily access any school record they need online with the touch of a button through Document Mountain, allowing for greater focus and less trips to the old and dark basement. This was all accomplished within the framework of ISO 9001 and HIPPA compliance rules thanks to the SAS 70/SSAE 16 certified secure environment provided by their Document Mountain software.

SECURE REMOTE ACCESS
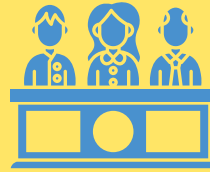
NAVIGATING COMPLIANCE WITH EASE
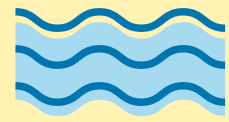
NATURAL DISASTER PROOF RECORDS

P.S.A. Not all scanning is created *equal*

Scanning is a lot more than just putting paper through a machine. It's what happens after that's most important to ensure your digital files actually boost productivity, cut expenses, and keep your office tidy in the long-run. If you want your school to see tangible results just like the Bremen staff did, call *(317) 802-0107* or click the button below to quote your scanning project.

Quote Your Project