**Bremen Schools: Student records made easy and searchable, even 75yr old records.**

Have you ever had the problem of not finding a document in a filing cabinet, only to search for it several times to find out that it was placed incorrectly from the last time it was searched for? Schools have to keep records. Employees have to search for them. You have the choice to make it easy and fast or frustrating and slow.

We recently worked with Bremen Schools to prep, scan, and index their paper records that dated back to 1939 which were being stored in the basement of the school. When asked why their records had become a concern, the decision makers at Bremen schools shared 3 reoccurring themes that all school systems hold in common. First, the requirement to retain these records permanently had once been manageable in a physical format but the volume of their records was consuming and ever expanding the amount of space in their facility. Second, the requirement to keep those physical records secure with an auditable trail of who had accessed them was daunting. And finally, the accessibility of those physical records was at best challenging.
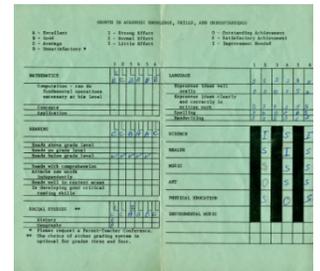
As part of the analysis of Bremen's situation, the decision makers shared the manually intensive process their employees had contended with upon an information request. Once the request was received the school staff would have to leave their workstation and walk down to the basement. Arriving, the school employees would have to identify the appropriate box pull it from the shelf and then search for the appropriate file. Upon the retrieval of the record, the employee would have to travel from the basement back up to their workstation, make a copy of the file, travel back down to the basement, re-file the record, travel back to their workstation, create an envelope to transmit the file and add postage to the envelope. Even one record request was a huge interruption to the work day of the school employee.

As the decision maker at Bremen schools began to engage with Document Mountain's records specialists, we were able to get samples of their records for a proof of concept demonstration as well as an analysis of their total volume and condition of documents. Once we agreed on the project, Cornerstone came and picked up the boxes, cataloging and generating an inventory to begin the chain of custody of taking the documents to be prepped, scanned, and indexed into Bremen's instance of Document Mountain.

Upon completion of the project, the Bremen employees, with the appropriate permission, can easily access their records online, through Document Mountain with the touch of a button, allowing them to never leave their workstation. This freedom is all accomplished within the framework of an ISO 9001 and HIPPA compliant, SAS 70/SSAE 16 Certified secure environment at Document Mountain.

Paper Records → Our Process → Digitized Records

Learn how Document Mountain by Cornerstone will save you money, keep your records safe, make them easy to retrieve and bring you into compliance with state document preservation regulation while reclaiming more space for something else. Complete this form today.