

How Lasalle-Peru Township High School took charge of their mandated student records



Have you ever felt like you could never keep up with all the mandates the state puts on your school documents? It is hard enough just finding a single document, let alone knowing how long it needs to be stored and how to keep it legally secured. But, the bottom line is, 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 Lasalle-Peru Township High School to prep, scan and index their student transcripts and medical records. When asked why their records had become a concern, the decision makers at Lasalle-Peru Township High School shared their top 5 concerns regarding the way their records were currently being managed:

1. Records were not stored in a secure environment
2. Records were deteriorating due to age and elements
3. Records were inaccessible on microfilm unless they walked to the library
4. Records management was becoming extremely difficult
5. Records were taking up too much space

The old process used to retrieve a record involved walking to the library to retrieve a single record that was stored on microfilm. Unfortunately, sometimes the microfilm had been destroyed or it simply just wasn't there. The more recent physical files were stored in a sub basement, down a small hallway behind a furnace, which again involved someone searching through boxes to find a document. This process was not only time consuming, but a little scary. There was also risk involved with some random person handling secure documents.

Lasalle-Peru Township High School decided to implement Document Mountain and started taking control of their records. 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. Then, Document Mountain came and picked up the boxes and reels of microfilm, and began cataloging and generating an inventory to begin the chain of custody of taking the documents to be prepped, scanned, and indexed Document Mountain.

Upon completion of the project, Lasalle-Peru Township High School employees, with the appropriate permission, can easily access their records online, through Document Mountain with the touch of button, allowing them to never leave their workstation. This freedom is all accomplished within the frame work of a ISO 9001 and FERPA compliant, SAS 70/SSAE 16 Certified secure environment at Document Mountain. Registrar, Lauren Hylla, simplified the process best by saying, "Your company has been wonderful. Now I don't even have to get off of my chair and I can retrieve the record that I need so fast."



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.