



Helping Children Learn

**Carbon Lehigh
Intermediate Unit #21**
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Document Imaging Department

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Document Imaging Mission Statement

The CLIU Document Imaging Center is
firmly committed to excellence in
document imaging services
we provide to our customers.

“CLIU is a service agency committed to Helping Children Learn.”

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Designed and Printed by the CLIU Desktop Publishing Center



Employees stack it, sort it, shuffle it, file it, and run the risk of possibly losing important information; not to mention the natural causes that could occur if it becomes damaged from water, fire, paper eating insects, etc. What do you do with the enormous amount of paper our business world has today is an increasingly difficult decision to make for most organizations. More than 4 trillion pages of documents are stored in offices around the country. Our schools are part of this vast amount of paperwork. Student records are required to be held up to 99+ years--that's a century's worth of data! Large school districts can accumulate 10 to 15 cartons of records in one year. After 10 years, the problem of where to store it becomes a great challenge.

Let the CLIU #21 Document Imaging Department assist you with our services.

- **Our Document Management Software electronically captures, stores, and organizes documents and information, thus enabling immediate and reliable access to critical information whenever and wherever it is needed.**
- **A web browser interface extends the reach of document management so that users can easily access and work with their documentation stored in databases - anytime, anywhere they have an Internet connection.**
- **Database technology allows documents to be indexed using your present form of retrieval; e.g. student name, date of birth, withdrawal year, etc.**
- **Queries give quick view and access of documentation to retrieve a file in seconds.**
- **Our software's security capabilities provides a powerful, yet flexible blend of user access and password protected control. With multiple levels of permissions, users can be assured their documents are protected from unauthorized access and alternation.**

Did you know.....

- **The 15,000 images of letter size paper is equivalent to 4+ file cabinet drawers. Bar code paper and small notes are adjusted to this size for scanning.**
- **Retrieving records from heavy cartons in storage can be time consuming and physically a burden. Information can be lost through searching and never be returned into its original place.**
- **Documentation maintains a read-only access and can be viewed, printed, and emailed with no information lost.**



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Document Imaging Definition

Electronic imaging is today's answer for archiving the mountains of paperwork accumulated over the years. Document imaging is the ability to electronically capture, store, retrieve, display, and manage documents and information in a digital format. Paper documents are scanned or imported from Excel/Word and converted to electronic form. Electronic documents are archived by detailed classifications or indexes. The documentation is available for read-only retrieval via web browser interface with password security.

Benefits of Document Imaging

Document imaging technology offers: manageable storage and fast, efficient retrieval with massive volumes of documents; reduces time and costs associated with duplicate filing and re-filing, misrouting, misplacing, losing, locating, and retrieving files. Document imaging makes information easily accessible to users, minimizes paperwork storage requirements, increases document security, and improves backup for paper documents. Electronic files require substantially less space than paper documents to store.

Client System Statistics

Windows 2007;
30 mb available; and
Web Access

Document Preparation

Document preparation will need to be completed by the client before scanning can proceed. This includes the removal of staples, paper clips, and sticky notes from documents to be scanned. Documents also need to be complete and legible. Clients are responsible for their own document preparation. The client may request the CLIU Document Imaging Department to perform prep work*. There may be times when a discretionary prep cost will be charged* (determined by the Document Imaging staff) due to poor ink and paper quality concerns. The client is responsible for the integrity of all documentation. CLIU #21 is responsible for quality of scanned images and NOT content. **Box weight not to exceed 50 pounds.**

Listing of Documentation

The client is required to provide the CLIU Document Imaging Department with a detailed number count as well as an indexed list of box contents and documentation received using our Detailed Index Sheets.

Indexing Function and Procedures

This process entails specific data from your documentation to be setup into indexing fields to allow records to be retrieved at some time in the future. The CLIU Document Imaging Department will request the client to choose up to two indexing fields* for each job. The choices available are name, date of birth, date of graduation, date of withdrawal file, closing date, social security number (*where applicable*), or an additional special request field from client.

Records Storage

Once scanning/importing and indexing are completed, user's project database/records are ready for retrieval through a web browser interface. The original documentation will be returned to client*, unless IU shredding* is requested.

Records Disposal/Return

Client will have 90 days to verify their project database/records content. Once project database/records are verified, the client will have a choice to either have their original documentation returned or opt for shredding/disposal services from IU #21. If shredding* services are requested, the client will receive a Shredding/Disposal Form to be signed for approval of destruction of original documentation. Upon completion of shredding*, the client will be notified and an invoice will then be sent for payment.

Public Records

The client shall be responsible for maintaining the public accessibility of their own records requiring retention in the document imaging system. The client is responsible for the integrity of all documentation.

*All steps listed above are subject to additional charges.

Services Cost List

Prep Work: (Client requesting IU to perform): \$19.00 per hour (\$0.29 copy charge per image if required)

Scan/Index: .13 per image. Double-sided will be scanned as two single images. Includes first two index fields.

Additional Index Fields: .03 per field, per folder

Data Storage - \$62.00 per 15,000 images

Additional costs will be added for the following: discretionary prep work (determined by Document Imaging Department – ink/paper concerns for scan quality), transport, security copies, and shredding.

Discretionary Prep Work: \$19.00 per hour (\$0.29 copy charge per image if required)

Transport: IU area transport (*prices reflect pickup/return delivery*) Travel Zone 1 (1-25 miles) - \$94.00;
Travel Zone 2 (26-50 miles) - \$134.00; Travel Zone 3 (51-100 miles) - \$176.00

Disposal/Shredding: \$12.00 per hour (includes disposal) + \$7.00/box/per month for 90 day storage (documentation)

For microfiche conversions, contact IU Document Imaging Secretary for costs.