

Digitizing student records for accessibility and retention

K-12 school district chose Ricoh to securely digitize 500,000 paper-based student records into their system to meet government retention policies and day-to-day operational needs.

Unlocking valuable information through digital transformation

To meet government mandates that support day-to-day operations, this K-12 school district was under pressure to digitize their vast paper-based student record archive. The administrative staff sought to have the information accessible from within their management system. However, they did not have a way to efficiently import large volumes of student records into a centralized repository.

Business challenges

- Information documented on paper was difficult and time consuming to retrieve
- Records stored on-site and in storage take up costly real estate
- Unable to protect student information due to paper-based storage
- Needed to comply with state records retention policies in the event of a natural disaster

Allocating half a million student records to digitally connect staff

A large portion of paper-based student records, forms, and regional information were stored on-site and in storage facilities across multiple locations. Because the records were paper-based, they were at risk of being mishandled, lost or damaged naturally.

Ricoh worked closely with the district leadership to devise a plan to securely transport and digitize 500,000 student records at our scanning facilities. We provided the school district with secured data corresponding to multi-page PDFs that were formatted so the school district could easily insert it into their Student Information System.



The school district's staff can now access student records instantly, saving countless hours looking through boxes of misplaced files. As a benefit, the staff's productivity was boosted, and the school district can better serve teachers and parents.

Tailwinds of aligning with a strategic partner

Choosing Ricoh gave this school district a smarter digital workplace that supports the needs of their internal staff and external stakeholders.

Ricoh can help design and implement the ideal digital content management strategy for your school district with our best-in-class Records Management solution that can be tailored to your needs.

Business Results

- Digitized 500,000 student records within days, connecting staff instantly
- Helped school district repurpose storage space to support learning activities
- Provided secure archiving methods to offset unsecured or misplaced records
- Led the way for the school district to meet government records retention policies

Learn how you can access, use, and share information easily. [Find out more here.](#)