**THIS IS A DECISION PAPER**

**TO: Members of the Hardin County Board of Education**

**FROM: Nannette Johnston, Superintendent**

**DATE: December 20, 2012**

**SUBJECT: Establishment of records Retention clerk**

**REQUEST**:

This is a request to establish the position of District Level Records Retention Clerk.

**FACTS**:

The district has a current liability not having student graduation records saved in an electronic format. These records need to be scanned electronically to preserve content in the event actual copies were lost or destroyed. There are approximately 1100 books of 400 pages each on bound records and 150 micro film rolls with approximately 1200 records on each roll.

We have received a quote to outsource scanning of the 1100 books at a cost of $110,000. The cost to scan the micro film rolls is $65,500.

It is more efficient to hire a person to do the scanning of these materials than to outsource the scanning procedures. Our goal is to complete the scanning process in 1 year.

**CLASS TITLE**: Clerk (See below)

**PROPOSAL**: This is a proposal to establish a Records Retention Clerk and to hire a person for one year at 7.5 hours a day, 261 days, level 5.

**RECOMMENDED MOTION**: I move that the Hardin County Schools create one records retention clerk position at 7.5 hours a day, 261 days, level 5.



