**THIS IS AN INFORMATION PAPER:**

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

**FROM:** Nannette Johnston, Superintendent

**DATE:** March 14, 2014

**SUBJECT:** Information on Digitizing Records

**INFORMATION:**

The district has several student records and board minutes that need to be digitized. Records that have to be maintained forever should to be digitized in case the original is destroyed from some type of disaster and the document needs to be able to retrieve without digging through multiple boxes. Human Resources have had most all of the required retainable documents digitized and they have an electronic filing system. Student Services has some of their documents digitized but still require some to be scanned and filed. Finance has most all documents that need to be retained past a 5 year period scanned and stored. We will need to submit a bid for service to scan documents to get them digitized.