**SPENCER COUNTY PUBLIC SCHOOLS**

**Board of Education Agenda Item**

Meeting Date **11/28/2022**

Topic/Title **Scan to Archive Request\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Presenter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Origin**

[ ]  Information only (no Board action required).

[ ]  Action requested at future meeting: Click or tap to enter a date.

[ ]  **Consent agenda for approval at this meeting.**

[x]  **Action requested at this meeting.**

**Board review required by:**

[ ]  State or federal law or regulation.

[ ]  Board of Education policy.

[ ]  Other: Click or tap here to enter text.

**Previous Review, Discussion, or Action**

[ ]  No previous Board review, discussion, or action.

[ ]  Previous review/action on: **\_\_\_\_\_\_\_\_\_\_\_** Action: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Background/Summary of Information**

The district currently archives permanent records in hard copy in a classroom located at Hillview Academy. The district would like to electronically archive many of these documents for easier access and to free up the classroom space for potential expansion at Hillview.

We would like authorization to spend up to $25,000 to begin the process of digitizing these records.

**Financial Considerations**

[ ]  There is NO financial impact on resources.

[x]  There is a financial impact on resources. Finance Officer must review.

**GKM** Finance Officer (initials)

The cost referenced above is not budgeted so it would come from the General Fund Contingency. This would not have a significant impact on the Contingency.

**Superintendent’s Recommendation**

[x]  Recommend approval as presented.